

Minutes
Oklahoma Department of Libraries
ODL Board of Directors
September 13, 2011
10:00 a.m.
Oklahoma State Capital Building
Room 512 A

Chair Hannibal Johnson called the meeting to order at 10:00 a.m. and asked for roll call. Board members present: Jon Douthitt, Judy Haught, Hannibal Johnson, Anne Morgan (arrived during discussion of the Employee Handbook), Tom Terry and Susan McVey, ex officio.

Guests and staff members present: Susan Gilley, Karl Kramer, Vicki Mohr, Cindy Mooney, Kitty Pittman, Keith Stout, Vicki Sullivan, Judy Tirey and Bill Young.

In conformity with the Oklahoma Open Meeting Act, advance notice of the 2011 regularly scheduled meetings was transmitted to the Oklahoma Secretary of State on December 6, 2010. Due to lack of quorum, the August 26, 2011 meeting was rescheduled and public notice of this meeting, together with the agenda, was posted in prominent public view on the glass exterior walls of the Allen Wright Memorial Library Building, 200 NE 18th Street, Oklahoma City, on September 6, 2011, 9:30 a.m. The announcement of the Board meeting and agenda were posted on the ODL website at 11:45 a.m. on September 8, 2011.

Johnson asked for consideration of the board minutes of the June 10, 2011 board meeting. Jon Douthitt moved the minutes be approved. Terry seconded. Votes were as follows: Douthitt, yes; Haught, yes; Johnson, yes; Morgan, absent; Terry, yes; Turner, absent; Wills, absent. The motion passed and the minutes were approved.

There was no public comment.

Director's Report and Division Activity Reports

Susan McVey reported that Senator Ron Justice will be holding an Interim Study on Library Funding. Mustang Public Library Director Desiree Webber and FOLIO President Carolyn Klepper requested the study. Susan also passed out information on upcoming training offered by the Attorney General's office on the state's Open Meeting and Open Records laws.

Tom Terry asked Susan for more information on the interim study process. Susan said if there is a particular topic of interest, legislators can ask the Senate President and House Speaker to hold an interim study. During the study, materials are presented and speakers are invited to contribute information on the issue. Recommendations and suggested actions can emerge from the study.

The Senate General Government Committee is conducting the Interim Study on Library Funding. Interim studies are being held on Tuesdays and Thursdays.

Mr. Terry asked if the study was only looking at state funding. Susan said Webber had requested the interim study to investigate increasing the capacity for local library funding by adding a millage option in a municipality. This would require a vote of the people. Currently, municipalities can only have a millage for capital improvement projects, not for operating funds.

Consideration and possible vote on ODL Employee Handbook

Vicki Sullivan said ODL's last employee handbook had been compiled by staff 15 years ago, had not been updated in recent years, and was out of date. After two unsuccessful attempts to contract with people to draft a new handbook, the agency was able to make arrangements with Keith Stout to write the document. Stout is a Human Resources professional who works at the Oklahoma Department of Transportation.

Stout started his presentation to the board by describing the differences between a Policy and Procedures Manual and an Employee Handbook. The P&P Manual is a comprehensive document with all agency policies, references to statutes, and other legal information. It is used as a reference tool for agency managers. An employee handbook is a vehicle to communicate to the employee the agency's expectations and disciplinary measures. An employee handbook is a way for organizations to communicate a consistent message to employees and to be proactive rather than reactive.

Jon Douthitt asked if ODOT has a Policy and Procedures Manual. Mr. Stout said ODOT has a very detailed P&P Manual, and it also has an Employee Handbook.

Mr. Douthitt asked about the updating and revision procedure for ODOT's P&P Manual. Mr. Stout said when changes are made, they are disseminated to agency personnel.

Mr. Terry asked what exactly was the ODL Board voting on.

Vicki said the Employee Handbook under consideration was a combination of the two, since it includes some of ODL's policies.

Anne Morgan asked if the handbook was going to be online, or if employees would receive hard copies. Susan said the agency can do both. Print copies will be given to all employees, but an online copy would be on the agency's server in a common file.

Ms. Morgan said from her experience, employees are required to sign that they have read an employee handbook. Susan said ODL would be doing this.

Johnson asked for consideration and vote on the proposed ODL Employee Handbook. Douthitt made the motion to approve and Terry seconded. Votes were as follows: Douthitt, yes; Haught, yes; Johnson, yes; Morgan, yes; Terry, yes; Turner, absent; and Wills, absent. The ODL Employee Handbook was approved.

Consideration and possible vote on FY2013 ODL Budget Request

Susan said each agency that receives funding from the legislature is required to file a budget request each year on October 1. The request includes performance measures as well as any request for additional funding. Although the state revenue picture appears promising right now, we don't know if we'll get any additional funding, but the budget process is also an opportunity to tell a story of need. She addressed the agency's three budget requests:

1. Restoration of State Aid to Public Libraries to the level at the beginning of FY2010. She said libraries use these funds for a variety of needs, from collections to technology to summer reading programs. Libraries must meet required standards in order to receive State Aid.
2. Restore Funding to Literacy Grants to help the 27 community- and library-based adult literacy councils that the agency assists. Susan said both of these requests count toward the agency's federal maintenance of effort and will impact the amount of federal funds the agency receives. ODL receives approximately \$2 million in federal funds each year.
3. The Summer Reading Program is one of ODL's premiere projects and is funded with federal dollars. Since there is a great deal of debate on the federal level, ODL is requesting state dollars for this activity because of its importance. Last year, the program reached 40% of children in the program's described age level. Funds pay for promotional materials and programming ideas, and it is used to leverage local funding to keep kids reading and on a path to lifelong learning.

Johnson asked for consideration and vote on the proposed FY2013 ODL Budget Request.

Douthitt made the motion to approve and Morgan seconded. Votes were as follows: Douthitt, yes; Haught, yes; Johnson, yes; Morgan, yes; Terry, yes; Turner, absent; and Wills, absent. The FY2013 ODL Budget Request was approved.

Hannibal Johnson recognized new board member Anne Morgan. She has served on the boards of the State Department of Education and the State Regents for Higher Education. She also has experience in non-profit governance, including service on the advisory board of Friends of Libraries in Oklahoma.

Johnson reminded the Board of the December 2nd, 2011 Board meeting at the Oklahoma Department of Libraries. Douthitt moved, seconded by Terry, that the meeting be adjourned. Votes were as follows: Douthitt, yes; Haught, yes; Johnson, yes; Morgan, yes; Terry, yes; Turner, absent; and Wills, absent.

The meeting adjourned at 10:40 a.m.

Susan C. McVey, Ex Officio