

**Minutes
Oklahoma Department of Libraries
ODL Board of Directors
February 8, 2013
1:00 p.m.
South Conference Room**

Vice Chairman Jon Douthitt called the meeting to order at 1:00 p.m. and asked for roll call. Board members present: Jon Douthitt, Don Evans, Judy Haught, Ann Ritchie, Harlene Wills, and Susan McVey, Secretary; absent: Hannibal Johnson and Anne Morgan.

Guests and staff members present: Bill Chambers, Jan Davis, Sharon Douthitt, Susan Gilley, Kristi Hawkins, Sadie Mattox, Kitty Pittman, Karl Kramer, Vicki Mohr, Cindy Mooney, Shirley Pettengill, Vicki Sullivan, Judy Tirey, Cathy Van Hoy, Pat Williams and William Young.

In conformity with the Oklahoma Open Meeting Act, advance notice of the 2013 regularly scheduled meetings was transmitted to the Oklahoma Secretary of State on January 4, 2013 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, February 5, 2013 at 10:10 a.m. Notice of the Board meeting and an agenda were sent to all public libraries on February 5, 2013 at 4:10 p.m. The announcement of the Board meeting and agenda were posted on the Oklahoma Department of Libraries (ODL) website.

Vice Chairman Douthitt asked for consideration of the minutes for the December 7, 2012 board meeting. Evans made the motion to approve and Haught seconded. Votes were as follows: Douthitt, yes; Evans, yes; Haught, yes; Ritchie, yes; Wills, yes; Johnson and Morgan absent. The motion passed and the minutes were approved.

Director's Report and Division Activity Reports

Susan McVey provided an update on the start of the legislative session. The Governor's executive budget was released, which is a recommendation to the Legislature, and a few agencies were targeted for increased funding. ODL was recommended for level funding with the same dollar amount next year as we had this year.

The few agencies that were recommended for increases were the Department of Mental Health, State Department of Education. McVey said ODL's level funding from the Governor could be considered "good news".

ODL made a presentation to the House and Senate combined appropriations education subcommittees on January 28, 2013. Under the leadership of the new Speaker of the House, T.W. Shannon, the House set up an education appropriations committee structure that is broken into three sub-committees: Common Education, Higher Education, and Career Technology Education. ODL is in the sub-committee for Career Technology. The Chair of this subcommittee is Representative Skye McNiel, whose district includes Creek County. Creek County has more independent municipal libraries than any other county in Oklahoma. ODL received a warm reception during this pleasant meeting.

McVey directed everyone's attention to the updated list of bills of interest to the ODL Board. HB1466 is the bill that directly affects the ODL board members. HB 1466 was heard in committee and passed and will go to the full house for consideration. HB1139 is the appropriations bill that would fund the agency.

HB1511, introduced by Representative Pam Peterson, was requested from the Public Library Directors Council due to concern for the name, address and contact information for minors being subject to the Open Records Act. Presently libraries are required to release this information. However, the library community would like to have all patron information protected and not open, but most importantly information on minors. There is another bill regarding the protection of minors' information. Language in SB90 is almost a mirror image of HB1511. The bills will go to both the House and Senate for consideration in hopes that if either bill gets "bogged down" in one, one can keep moving. McVey said that ODL is hopeful that there will also be some consideration for employee pay raises in the coming year.

Wills asked if ODL will have the same number of board positions. McVey stated that according to the statutes, ODL is required to have seven board members. Board members serve until they are replaced. The Governor's Office is responsible for appointing board members, and they would need to submit names to the Senate committees by May to have people confirmed for the board.

McVey reminded board members to file required standard form for the Oklahoma Ethics Commission by May. The form was sent to all board members' residences.

McVey moved the attention of the meeting to the packet containing information that ODL presented to the appropriations committee. ODL is asking for funding to restore State Aid, restore Literacy Grants, and funding to insure Summer Reading Programs continue if federal funds are not available.

McVey recognized the Public Information Office's Bill Struby and his work on the materials prepared for the budget hearing. The Focus 2012 flyer is a list of things that the staff has accomplished the previous year.

Kitty Pittman introduced Sadie Mattox, Reference and Electronic Resources Librarian. Mattox does training on the EBSCO Host Online Database throughout the state and is also in charge of the agency's new OverDrive e-book project.

At the beginning of the presentation, Sadie credited Melissa Askew for her hard work on this e-book project. Mattox shared the big announcement that e-books and downloadable audio books are available at ODL, and she demonstrated how to "check-out" an e-book.

All ODL Board members were provided with a membership application and encouraged to sign up for a library card to try the service. Don Evans questioned, in regards to the application for membership, if he can receive a library card since he doesn't consider himself a state government employee. McVey responded "Absolutely," and referred him to Kitty Pittman, Administrative Librarian over the Library Resources Division.

Ann Ritchie asked if members can turn in materials requested from ODL to other libraries. McVey said it would be left to the discretion of the individual library.

McVey introduced Judy Tirey, Library Development Consultant. The Institute of Museum and Library Services suggested specific accountabilities for ODL's federal funding. Tirey presented changes, processes, and procedures that ODL will be looking to provide. ODL will remain supportive to all libraries during the transition. Ann Ritchie asked how often the ODL staff visit the local libraries. McVey said each ODL consultant has around 30 libraries, which requires visits based on the immediate needs of the library.

Vice Chairman Douthitt presented Patricia Williams a certificate and pin for 20 years of service with the State of Oklahoma. Bill Chambers received a certificate and pin for 25 years of service with the State of Oklahoma.

There were no public comments.

Consideration and possible vote on proposed projects to be funded with Library Services and Technology Act funds from the Institute of Museum and Library Services

McVey informed ODL Board members that Congress had passed a continuing resolution to fund federal agencies for six months of this fiscal year. While additional funding may be available, we currently have notice of \$1,171,000 to fund various projects. ODL identified and prioritized the projects believed to be most important. Some projects include funding to pay for ODL staff, which is noted in the information in the Board packet. If additional federal funding is received, additional projects will be proposed to the Board for approval.

In response to guidance from the Institute of Museum and Library Services, ODL staff was asked to explain their projects in more detail to inform Board members as to how staff determines which libraries will be selected when not all applicants can be funded. The Board will approve the process ODL staff will use in awarding competitive grants.

Pittman explained the Interlibrary Loan/Resource Sharing project and how it assists all types of libraries. The partial amount for the project is \$343,347. The remainder will be requested when total funds are received by IMLS. ODL will act as a referral library for those libraries not directly connected to World Share Interlibrary Loan. The project provides grants to some libraries that participate as resource libraries. Selection is based on the number of interlibrary loans a library processes each year. Those libraries that process more than 100 loans per year are included in the resource library category. Libraries processing less than 100 loans in a year are supported through placing their requests through ODL.

Pat Williams is a Consultant for Continuing Education grants, which awards public libraries and library systems to pay part or all of the cost to send certified library staff to state, regional or national library conferences. Criteria for selection of applicants to receive grants include if they have ever received a continuing education grant before and their explanation of how the continuing education would help them provide better service to their community.

Vice Chairman Douthitt asked for a motion to approve the project funds. Wills made the motion to approve and Haught seconded. Votes were as follows: Douthitt, yes; Evans, abstain; Haught, yes; Ritchie, yes; Wills, yes; Johnson and Morgan absent. The motion passed to fund the projects.

Vice Chairman Douthitt asked for consideration and vote to adjourn the meeting. Wills made the motion and Evans seconded. Votes were as follows: Douthitt, yes; Evans, yes; Haught, yes; Ritchie, yes; Wills, yes; Johnson and Morgan absent. The motion passed and the meeting adjourned at 11:40 a.m.

The next ODL Board meeting is scheduled for April 5, 2013, 10:00 a.m., at the Ardmore Convention Center in Ardmore Oklahoma.

Susan C. McVey, Secretary