

**Minutes
Oklahoma Department of Libraries
ODL Board of Directors
December 13, 2013
1:30 p.m.
South Conference Room**

Chairman Jon Douthitt called the meeting to order at 1:30 p.m. and asked for roll call. Board members present: Jana Barker, John Douthitt, Don Evans, Judy Haught, Hannibal Johnson, Ann Ritchie, and Susan McVey, Secretary. Absent: Phil Moss

Guests and staff members present: Jan Davis, Sharon Douthitt, Denise Janko, Karl Kramer, Vicki Mohr, Cindy Mooney, Kitty Pittman, Vicki Sullivan, Judy Tirey, 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 on December 10, 2013 at 8:30 a.m. in prominent public view on the glass exterior walls of the Allen Wright Memorial Library Building, 200 NE 18th Street, Oklahoma City. The announcement of the Board meeting and agenda were posted December 10, 2013 at 11:55 p.m. on the Oklahoma Department of Libraries (ODL) website.

Chairman Douthitt asked for consideration of the minutes for the August 23, 2013 board meeting. Ritchie made the motion to approve the minutes, and Douthitt seconded. Votes were as follows: Barker, yes; Douthitt, yes; Evans, yes; Haught, yes; Johnson, yes; Moss, absent; and Ritchie, yes. The motion passed and the minutes were approved.

There were no public comments.

Director's Report and Division Activity Reports

McVey shared an article from *The Oklahoman* featuring Leslie Gelders, Coordinator of ODL's Literacy Resource Office. The LRO works with volunteer literacy organizations all across the state, and Leslie has provided strong leadership to these literacy providers.

Vicki Sullivan reported the results of the agency's Operational Audit for the period January 1, 2009 through February 29, 2012. ODL received the report from the Office of the State Auditor and Inspector in September, 2013. Although there were no significant findings by the auditors, they did recommend changes in procedures that will strengthen the internal controls of the agency. These changes are now in place and include the reassignment of staff responsibilities to ensure segregation of duties and the initiation of an annual physical inventory of agency assets. Johnson asked what the estimated additional cost would be to perform this annually, as opposed to a biennial inventory. Sullivan said it would mostly be staff time.

Consideration and possible vote on ODL Board meeting schedule for 2014

Chairman Douthitt noted the scheduled dates for the board meeting. Board members agreed to continue meeting on Fridays, and meet between 10:00 a.m. - 12:00 noon.

Johnson moved to adopt the board meeting schedule for the dates as follow: February 7th, April 2nd, June 20th, August 22nd, and December 5th. Evans seconded the motion. Votes were as follows: Barker, yes; Douthitt, yes; Evans, yes; Haught, yes; Johnson, yes; Moss, absent; and Ritchie, yes. The motion passed on the ODL Board meeting schedule for 2014.

Consideration and possible vote on formula for State Aid to public libraries

McVey explained that public libraries must submit an annual report each year. The report measures a number of requirements necessary for receiving State Aid. The most common reason for loss of State Aid is a library not meeting their local maintenance-of-effort (MOE) funding.

Due to possible budget reductions, ODL administration is recommending that the ODL Board limit SFY2014 initial state aid payments to 90% of estimated total award. Balance of State Aid payments will be made before end of fiscal year based on available funds.

Chairman Douthitt asked for consideration and vote on the formula for State Aid to public libraries. Douthitt made the motion to approve and Evans seconded. Votes were as follows: Barker, yes; Douthitt, yes; Evans, yes; Haught, yes; Johnson, yes; Moss, absent; and Ritchie, yes. The motion passed on the formula for state aid to public libraries.

Proposed executive session pursuant to 25 O.S. 307(B)(1) to discuss the employment of the Director

Chairman Douthitt made the motion for the board to go into executive session to discuss employment of the Director, seconded by Johnson. Votes were as follows: Barker, yes; Douthitt, yes; Evans, yes; Haught, yes; Johnson, yes; Moss, absent; and Ritchie, yes.

Vote to return to open session; possible Board action on matters discussed in executive session.

Chairman Douthitt made the motion to return to open session, seconded by Barker. Votes were as follows: Barker, yes; Douthitt, yes; Evans, yes; Haught, yes; Johnson, yes; Moss, absent; and Ritchie, yes.

No recommendations for action came out of the executive session.

Chairman Douthitt asked for consideration and vote to adjourn the meeting. Evans made the motion and Johnson seconded. Votes were as follows: Barker, yes; Douthitt, yes; Evans, yes; Haught, yes; Johnson, yes; Moss, absent; and Ritchie. The motion passed and the meeting adjourned at 2:10 p.m.

The next ODL Board meeting is scheduled for February 7, 2014, 10:00 a.m., at the Oklahoma Department of Libraries in the South Conference room.

Susan C. McVey, Secretary