

Minutes
Oklahoma Department of Libraries
ODL Board of Directors
December 5, 2014
10:00 a.m.
South Conference Room

Chairman Jon Douthitt called the meeting to order at 10:00 a.m. and asked for roll call. Board members present: Jana Barker, Hannibal Johnson, Jon Douthitt, Don Evans, Judy Haught, Phil Moss, Ann Ritchie and Susan McVey, Secretary.

Guests and staff members present: Cynthia Black, Madelyn Chambers, Dottie Davis, Jan Davis, Carol Guilliams, David Hankey, Doug Haught, Sam Johnson, Karl Kramer, Cindy Mooney, Arlene Paschel, Kitty Pittman, Vicki Sullivan, Cathy Van Hoy, and Bill Young.

In conformity with the Oklahoma Open Meeting Act, advance notice of the 2014 regularly scheduled meetings was transmitted to the Oklahoma Secretary of State on January 4, 2014 and public notice of this meeting, together with the agenda, was posted on December 1, 2014 at 8:45 a.m. in prominent public view on the glass exterior walls of the Allen Wright Memorial Library Building, 200 NE 18th Street, Oklahoma City. In addition, e-mail notification was sent to all public libraries of the Board meeting with agenda and the recommended state aid formula and resulting amounts that would be distributed if the formula was adopted on December 1, 2014.

Chairman Douthitt asked for consideration of the minutes for the August 22, 2014 board meeting. Evans moved to approve the minutes, seconded by Barker. Votes were as follows: Barker, yes; Douthitt, yes; Evans, yes; Johnson, yes; Haught, yes; Moss, yes; and Ritchie, yes. The motion passed and the minutes were approved.

There were no public comments.

Director's Report and Division Activity Reports

McVey announced ODL hired a new employee effective December 1, 2015. Arlene Paschel introduced Samuel Johnson as our newest Librarian in Library Resources.

McVey introduced Jan Davis and Kitty Pittman, who provided an overview of the Confederate Pension Application digitization project. Davis said Oklahoma's Fifth Legislature approved a bill that provided pensions for disabled and indigent Confederate soldiers, sailors, and their widows. ODL's complete application and pension files have now been added to Digital Prairie, joining the existing pension index files.

Davis said the process took several years from start to finish with the involvement of many individuals. Davis recognized three individuals who contributed many hours in making this project successful: Carol Guilliams, Senior Archivist in State Archives and Records, who maintains the materials stored in the State Archives' 26,000 boxes of

documents; Madalyn Chambers, clerical support in Archives, who spent at least one whole year scanning final records and images; and Kitty Pittman, who led the charge in quality control, making sure the digital online documents were in the best possible resolution.

McVey announced this would be the last ODL board meeting Assistant Attorney General Karl Kramer will attend. Kramer will be serving another state agency. McVey expressed how much Karl will be missed by ODL. Kramer introduced his replacement, Matthew LaFon, who graduated from The University of Oklahoma Law School. Matthew is originally from Texas.

Chairman Douthitt presented the following staff with commemorative pins and certificates for their years of service with the State of Oklahoma. Carol Williams has served 35 years, Connie Armstrong has served 20 years, and David Hankey and Cynthia Black have each served 10 years. Congratulations to all of you!

Consideration and possible vote on ODL Board Schedule for 2015

Chairman Douthitt asked for consideration and vote on the ODL Board schedule for 2015. Evans moved to adopt the board schedule for 2015, seconded by Barker. Votes were as follows: Barker, yes; Douthitt, yes; Evans, yes; Johnson, yes; Haught, yes; Moss, yes; and Ritchie, yes. The motion passed on the ODL board schedule for 2015.

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

McVey reminded the board members to check the link on the ODL website to review complete rules and regulations for public libraries to qualify for State Aid. Due to the agency's budget reductions last year, a 5.5% reduction was made to minimum grants and mileage for 2015.

Ritchie asked about the process when a library fails to meet the qualifications for State Aid. McVey said that a letter is sent from ODL to the director of the library, the chair of the commission/board and the City Manager listing the reason(s) for the failure. A community is given the opportunity to ask her for a re-consideration and waiver of the State Aid rules by a certain date. If she denies the request, the community can appeal to the ODL Board.

Chairman Douthitt asked for consideration and vote on the formula for State Aid. Hannibal move to approve the formula for state aid, seconded by Evan. Votes were as follows: Barker, yes; Douthitt, yes; Evans, yes; Johnson, yes; Haught, yes; Moss, yes; 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

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

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

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

Evans moved that the ODL Board retain Susan McVey as the Director of the Oklahoma Department of Libraries, seconded by Chairman Douthitt. Votes were as follows: Barker, yes; Douthitt, yes; Evans, yes; Johnson, yes; Haught, yes; Moss, yes; and Ritchie, yes. The motion passed to retain the director.

Johnson offered a secondary motion that the board consider and vote on a salary adjustment for the Director at the March 13, 2015 board meeting. Kramer said no motion is needed at this time. Chairman Douthitt asked that this item be added to the next meeting agenda.

McVey mentioned ODL had received very good news since the August board meeting. ODL was approved for a second waiver for failure to meet the agency's federal Maintenance of Effort by the Institute of Museum and Library Services. This was thanks to Deputy Director Vicki Sullivan, who once again built the case for ODL, helping the agency meet the requirements for the waiver. As a result, ODL's federal funding for FFY15 will not be reduced.

Chairman Douthitt asked for consideration and vote to adjourn the meeting. Barker made the motion and Ritchie seconded. Votes were as follows: Barker, yes; Douthitt, yes; Evans, yes; Johnson, yes; Haught, yes; Moss, yes; and Ritchie, yes. The motion passed and the meeting adjourned at 11:00 a.m.

The next ODL Board meeting is scheduled for March 13, 2015 at 10:00 a.m., at the Oklahoma Department of Libraries' South Conference Room, located at 200 N.E. 18th, Oklahoma City, OK 73105

Susan C. McVey, Secretary