

Minutes
Oklahoma Department of Libraries
ODL Board of Directors
April 30, 2021
10:00 a.m.
Via Zoom: <https://zoom.us/j/92804145403>
Meeting ID: 928 0414 5403

Chair Cynthia Vogel called the meeting to order at 10:00 a.m. and asked for roll call. Board members present: Robert Dace, Lee Denney, Vice Chair Annabeth Robin, Mary Shannon, Chair Cynthia Vogel and Melody Kellogg, Secretary.

Guests and staff members present: Angela Johnson, Bill Young, Cathy Van Hoy, Christine Chen, Cindy Mooney, DeAun Ivester, Holly Hasenfratz, Jan Davis, Joe Ashbaker from the Office of the Oklahoma Attorney General, Judy Tirey, Michael Cameron, Natalie Currie, Susan Woitte

In conformity with the Oklahoma Open Meeting Act, advance notice of the April 30, 2021 meeting was transmitted to the Oklahoma Secretary of State on December 14, 2020. Public notice of this meeting, together with the agenda, was posted April 23, 2021 at 2:37 p.m. on the Oklahoma Department of Libraries website and in prominent public view on the glass exterior walls of the Allen Wright Memorial Library Building, 200 N.E. 18 Street, Oklahoma City.

Consider approval of minutes from regularly scheduled ODL Board Meeting held September 11, 2020

Chair Vogel made motion to approve the September 11, 2020 minutes, seconded by Denney. Votes were as follows: Dace, yes; Denney, yes; Gray, absent; Robin, yes; Robison, absent; Shannon, yes; Chair Vogel, yes. The motion passed and the minutes were approved.

Updated roll call: Board member Steve Gray joined the meeting.

Consider approval of minutes from regularly scheduled ODL Board Meeting held February 18, 2021

Chair Vogel made motion to approve the February 18, 2021 minutes, seconded by Denney. Votes were as follows: Dace, yes; Denney, yes; Gray, yes; Robin, yes; Robison, absent; Shannon, abstain; Chair Vogel, yes. The motion passed and the minutes were approved.

Consider acceptance of Financial Report and Quarterly Cost Containment for the period ending March 31, 2021

Kellogg explained the “6-Digit Object of Expenditure” financial report shows the current month and the fiscal year-to-date spending. Each month, ODL receives one-twelfth of its appropriations in cash. The cost containment reports reflect how closely state agencies spend their budgeted amount throughout the year at the division level. The report includes expenditures greater than 10% or \$10,000. ODL has four divisions – Administration, Services to Libraries, Services to Government, and Statewide Electronic (Information Technology). Vogel confirmed that any variance less than that doesn’t get reported.

Kellogg said the transition to Agency Business Service (ABS), a unit of the Office of Management and Enterprise Services, has been rocky, but we anticipated it would be difficult. We’ve experience tremendous benefits by working with ABS. Kellogg introduced ABS’s Financial Manager, Angela Johnson, who supervises the team

assigned to our agency. What we've also discovered is that there is still a lot of work that must be done by agency staff. Kellogg said Angela is currently working on ODL's fiscal year 2022 budget.

Chair Vogel asked for a motion to accept the Financial Report for the period ending March 31, 2021. Dace moved to approve, seconded by Gray. Votes were as follows: Dace, yes; Denney, yes; Gray, yes; Robin, yes; Robison, absent; Shannon, yes; Chair Vogel, yes. The motion passed to accept the Financial Report for period ending March 31, 2021.

Director's Report

Kellogg presented a certificate and service commemorative pin recognizing Michael Cameron's 40 years of service. Cameron began working as a state employee at the University of Oklahoma Library. In 1985 he started working in U.S. Government Documents at ODL. Former supervisor of thirty years, Steve Beleu, called him an anchor, and his current manager, Susan Woitte, heartily agrees. Congratulations, Mike!

Kellogg shared a couple of personnel related announcements. Rachel Walker was hired effective May 17, 2021, as the new Collections Engagement Librarian. Openings for both the Director of Library Development and the Librarian Development Consultant positions close on Wednesday, May 5, 2021. Judy Tirey, Coordinator of the Library Services and Technology Act (LSTA), retires on June 30, 2021, and is another BIG loss to the agency. Tremendous turnover in key areas has occurred in a very short period. We are trying to manage a lot of transition and change and make sure we can continue to do everything we are required to do.

Kellogg said the emergency rules for State Aid Grants to Public Libraries were signed by the Governor on March 18, 2021 and published in the Oklahoma Register on April 15, 2021.

Kellogg thanked Jan Davis, Administrative Archivist who manages the State Archives, for a truly unique opportunity that allowed ODL to select needed furniture from the Department of Health surplus. The action saved ODL and the state of Oklahoma thousands of dollars. Special thanks go to contract employees Chris Smith and Johnny Colvin, along with Sharif Tucker, Administrative Technician in Archives and the Records Center, to help make it possible. Chair Vogel said ODL's fortunate to have been able to take advantage of this wonderful opportunity.

Susan Woitte shared a demonstration of one of the newest LSTA projects called the Niche Academy which is focused around tutorials. The tutorials are open to all Oklahomans on ODL's website. Libraries have worked to perfect tutorials for teaching and learning within the past few decades. Tools are provided to create a tutorial platform and help with creativity. Susan thanked ODL's Web Manager Fara Taylor for adding ODL to each tutorial along with a survey for feedback from users. Kellogg mentioned there is a waiting list for library staff training because professional development hours are required to qualify for State Aid.

Kellogg announced the Library Development Computer Lab is in the process of being remodeled and computer technology will be upgraded using federal funds.

Kellogg said this year's *Read Across Oklahoma* event kicked off on Tuesday, April 13 with a free book giveaway at the Oklahoma City Zoo. The event usually features special activity stations and performances throughout the zoo. Due to continuing COVID-19 precautions, the *Read Across Oklahoma* activities and performances went virtual!

Kellogg announced Governor Stitt appointed Ryan Walters Secretary of Education and the Senate confirmed the appointment. ODL is part of the Education cabinet.

Consider approval of additional FFY 2021 LSTA projects

Kellogg requested approval to add an LSTA project, the required evaluation of the current 5-year LSTA Plan and the development of a new 5-Year LSTA Plan. Federal funds will pay for a consultant to work with ODL staff on the project, and Kellogg estimated the cost to be no more than \$40,000. Robin asked if these are two separate projects and will the same consultant develop the plan while they also evaluate the plan? Kellogg said the same Consultant will complete both parts. The evaluation and new plan must be approved by IMLS. Dace ask if ODL has already chosen a consultant or if the bid had already gone out. Kellogg said the bids have not been sent out yet. Dace asked who the consultant was last time. Kellogg said HH Wilson and Carson Block. Denney commented that she was a little hesitant to put a dollar amount on it until the bids are received. Robin agreed. Kellogg asked if we need to bring it back to the board after we select someone and then ask for approval at that time. Chair Vogel agreed but asked how soon ODL would need the information. Kellogg explained we still must get permission from the cabinet secretary since the amount is expected to be more than \$25,000. There is time to get the bid announcement out on May 28 and receive responses by the end of June.

Chair Vogel announced Kellogg hopes to schedule a special meeting in June to address plans regarding the American Rescue Plan Act. Chair Vogel said the ODL board will hold the evaluation and 5-year plan and development until the board receives a more concrete cost.

Kellogg announced that ODL was allotted \$2,867,357 in American Rescue Plan funding by the Institute of Museum and Library Services (IMLS). The funding is to be used by September 30, 2022 for the purposes of helping communities respond directly and immediately to the pandemic. Spending priorities are internet connectivity, rapid emergency relief to libraries, library services that meet the needs of communities and working with tribal libraries and museums that are best positioned to assist with pandemic response efforts.

Updated roll call: Board member James Robison joined the meeting.

Appointment of a Board nominating committee for ODL Board officers, 2021-2022

Chair Vogel made a motion for Vogel and Robin to serve on the Board nominating committee for ODL Board officers, 2021-2022, seconded by Shannon. Votes were as follows: Dace, yes; Denney, yes; Gray, yes; Robin, yes; Robison, yes; Shannon, yes; Chair Vogel, yes. The motion passed.

Chair Vogel stated that there was no additional business and made a motion to adjourn the meeting, seconded by Robin. Votes were as follows: Dace, yes; Denney, yes; Gray, yes; Robin, yes; Robison, yes; Shannon, yes; Chair Vogel, yes. The motion passed.

The next ODL Board meeting is scheduled for July 9, 2021 at 10:00 a.m. It will be held in the South Conference Room of the Allen Wright Memorial Library Building, 200 N.E. 18th Street, Oklahoma City.