



OKLAHOMA Department of Libraries

Minutes

ODL Board Meeting

June 23, 2023 | 10:00 a.m.
Oklahoma Department of Libraries
200 NE 18 Street
Oklahoma City, OK 73105

All participating members of the Board were in person at the above meeting location. The meeting was open to the general public and was conducted under the provisions of the Open Meeting Act as provided in SB 1031 approved by the Governor on February 10, 2021.

Public access viewing of the meeting through Zoom:

<https://www.zoomgov.com/j/1602082239?pwd=a0RNSWNUU0UzcVQ4MW5WRjB6TTduUT09>

Passcode: 535090

Public access to the complete Board Packet:

<https://oklahoma.gov/content/dam/ok/en/libraries/documents/agendas/ODL-Board-Packet-06-23-23.pdf>

Order of Business: The Board may discuss, table, defer, or vote to approve or disapprove or take appropriate action with respect to any agenda item. The sequence of the agenda may be changed at the Board's discretion.

1. Call to Order, Roll Call, and Compliance with Open Meeting Act

Chair Lee Denney called the meeting to order at 10:00am and asked for roll call. Board members present: Chair Lee Denney, Vice Chair Bob Dace, Steven Gray, Jim Robison, Ronda Smith, Natalie Currie. Board members absent: Kristen Ferate, Maren Lively. Chair Denney sees quorum.

List of guests present: John Schramm (note taker), Tara McCleod, Teresa Sutter, Heather Kitchen, Fara Taylor, Cassie Spindle, Jan Davis, Christine Chen, Ashley Welke, Jennifer Green, Kaylee Reed.

2. Consideration and possible action on minutes for the regular board meeting held February 10, 2023

Chair Denney asked for questions from board. No questions.

Vice Chair Dace made motion to accept, and Robison seconded. Votes were as follows: Chair Denney, yes; Vice Chair Dace, yes; Ferate, absent; Gray, yes; Lively, absent; Robison, yes; Smith, yes. The motion passed.



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3. Consideration and possible acceptance of financial reports

a. SFY 23 Expenditure Report through May 31, 2023

Director Currie called for questions. Robison asked about the line item for Continuous Service Incentive Plan Payments. Director Currie explained this item represents the planned differential payments to staff as a part of the agency's priority goal to achieve operational stability. ODL had 29% turnover this state fiscal year and differential payments were issued in an effort to retain staff. The source of funding was appropriations carried over from last SFY. Chair Denney asked if ODL is able to fill these positions. Director Currie said they have made tremendous progress in filling those roles. Director Currie talked about new staff members including John Schramm, Kaylee Reed (replaced Bill Young), and Ashley Welke (Director of Services to Libraries).

Chair Denney noted that Maren Lively and Kristen Ferate have joined the meeting in person at this time, 10:06am.

Vice Chair Dace made motion to accept and Gray seconded. Votes were as follows: Chair Denney, yes; Vice Chair Dace, yes; Ferate, yes; Gray, yes; Lively, yes; Robison, yes; Smith, yes. The motion passed.

b. SFY 23 Budget to Actual Report through May 31, 2023

Director Currie said item 3B reflects spending against the State Fiscal Year 2023 budget. The report shows carryover funding from last fiscal year re-budgeted in this fiscal year. The agency budgets very closely to actual business needs with a goal of no carryover. However, turnover in staffing and unfilled budgeted positions has resulted in some carryover. This is being used to replace failing technology.

Robison made motion to accept and Gray seconded. Votes were as follows: Chair Denney, yes; Vice Chair Dace, yes; Ferate, yes; Gray, yes; Lively, yes; Robison, yes; Smith, yes. The motion passed.

c. SFY 23 Cost Variance Report through May 31, 2023

Director Currie explained this report compares this state fiscal year's spending against last state fiscal year. Chair Denney asks for questions. No questions.



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Gray made motion to accept and Lively seconded. Votes were as follows: Chair Denney, yes; Vice Chair Dace, yes; Ferate, yes; Gray, yes; Lively, yes; Robison, yes; Smith, yes. The motion passed.

4. Library Services and Technology Act (LSTA) projects and updates
 - a. Consideration and possible acceptance of status reports for FFY 2021 LSTA Projects

Director Currie recognized Federal Programs Officer and Business Manager Tara McCleod. McCleod said since the Board last met in February, ODL has completed FFY21 reporting to Institute of Museum and Library Services. All funds were expended, with none being returned to IMLS. Chair Denney asked if all funds are spent each year. McCleod said the agency had some difficulty and had to get extensions until December 30, 2022. The report cannot be certified until we finish entering the ARPA report, which is due June 28, 2023. Once certified we will have finalized obligations for FY21. This must be done within 90 days of date of extension. Director Currie says it is rare for IMLS to grant extensions. They were more lenient because of the overlap with deadlines to spend ARPA funds and global supply chain issues. We cannot get used to being granted extensions. McCleod affirmed previous. Director Currie said it is hard work to spend down to 0.

Smith made motion to accept and Robison seconded. Votes were as follows: Chair Denney, yes; Vice Chair Dace, yes; Ferate, yes; Gray, yes; Lively, yes; Robison, yes; Smith, yes. The motion passed.

- b. Consideration and possible acceptance of status reports for FFY 2022 LSTA Projects

McCleod said funds must be expended by September 30 of this year. There are some underspent projects, which are sometimes due to supply chain issues or other unforeseen circumstances. The agency has identified projects to reallocate \$76k, and Director Currie is confident they will expend all funds.

Gray made motion to accept and Vice Chair Dace seconded. Votes were as follows: Chair Denney, yes; Vice Chair Dace, yes; Ferate, yes; Gray, yes; Lively, yes; Robison, yes; Smith, yes. The motion passed.



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c. Consideration and possible acceptance of status reports for FFY 2023 LSTA Projects

McCleod said beginning in January, ODL learned they would receive about \$2.5 million and started spending in March. The agency has until September 30, 2024, to finish project activities and spending. As a new approach, they will be collapsing four to five related projects under the single umbrella of the Professional Development project. Robison asked what impact collapsing these projects under heading of Professional Development will have. McCleod said it gives ODL flexibility to have other projects and might allow them to offer a separate Continuing Education grant. Director Currie said the goal is to gain some time back, and because the report is cumbersome, collapsing projects in this way helps with reporting.

Gray made motion to accept and Smith seconded. Votes were as follows: Chair Denney, yes; Vice Chair Dace, yes; Ferate, yes; Gray, yes; Lively, yes; Robison, yes; Smith, yes. The motion passed.

d. Consideration and possible approval of new LSTA Technology Grant Project using FFY 2022 and FFY 2023 funding

McCleod stated the project goal is to assist libraries in upgrading technologies on a more frequent basis. ODL hopes to continue this project year after year as libraries continue to have difficulty funding necessary technology. This project would allow libraries who have been spending their state aid on technology upgrades to use those funds on other needs. Chair Denney asked what the plan is to disseminate these funds. The program will prioritize rural towns with low populations. As highlighted by ARPA grant applications, some smaller libraries are hesitant to apply for funding so ODL is hoping to encourage them. Gray asked why they would be hesitant. McCleod said it might be staffing issues but is not sure. There has been difficulty with quite a few libraries submitting required reports. Gray clarified it is administrative in nature. McCleod affirmed.

Robison made motion to accept and Smith seconded. Votes were as follows: Chair Denney, yes; Vice Chair Dace, yes; Ferate, yes; Gray, yes; Lively, yes; Robison, yes; Smith, yes. The motion passed.



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- e. Consideration and possible approval of new LSTA Images of Oklahoma Project using FFY 2023 funding

McCleod explained this project has been in existence since 2014. It enables ODL's Archives and Records team to work with individual libraries across the state to digitize unique collections. ARPA funding has allowed them to digitize decades of reels of the publication *Oklahoma Times*. This project also includes training and resources to smaller libraries and to digitize collections held by ODL. Director Currie added that this project was not included in the FFY 23 projects approved in February as there was concern about the ability to conduct the project while preparing for the upcoming building renovation. The agency has since reevaluated and believe the project should be added back.

Gray made motion to approve the project and Smith seconded. Votes were as follows: Chair Denney, yes; Vice Chair Dace, yes; Ferate, yes; Gray, yes; Lively, yes; Robison, yes; Smith, yes. The motion passed.

5. American Rescue Plan Act (ARPA) projects and updates

- a. Consideration and possible acceptance of status reports for ARPA Projects

McCleod presented the current financial report for ARPA. All expenditures were completed by February 28, 2023 and the final report is due June 28. Due to projects coming in under budget or subrecipients not spending their full award amount, at least \$11,000 has been verified to be returned to IMLS. Chair Denney asked for clarification on whether any additional funds beyond the currently identified \$11,000 is in danger of being returned. McCleod confirmed that unfortunately, the agency is aware of other possible awards that could be returned. At this time the total amount, including a projected rough estimate of additional funds that are in danger of being returned, is \$13,000.

McCleod explained that the agency has learned valuable lessons that will be applied if the same opportunity is presented in the future. For example, challenges were created by lack of adequate staffing to plan and implement projects. Staff took on additional duties on top of their existing projects. Director Currie acknowledged that five staff members who were here leading these projects left during the program cycle. Chair Denney asked if paperwork has been onerous. McCleod confirmed and also mentioned supply chain and logistical issues.



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Robison made motion to accept and Gray seconded. Votes were as follows: Chair Denney, yes; Vice Chair Dace, yes; Ferate, yes; Gray, yes; Lively, yes; Robison, yes; Smith, yes. The motion passed.

6. Director's Report
 - a. Agency Activity Report through May 31, 2023
 - i. Currie presented the report as found in the meeting packet, page 16.
 - b. Human Resources updates, including implementation of market rate salary increases for ODL staff
 - i. Currie presented the report as found in the meeting packet, page 31.
 - c. End of Session Report: First Session of the 59th Oklahoma Legislature
 - i. Currie presented the report as found in the meeting packet, page 57.
 - d. ODL Staff Service Recognitions
 - i. Staff were recognized as found in the meeting packet, page 61.

7. Consideration and possible action on Agency Organizational Chart Updates

Proposed Change 1: 65 Oklahoma Statutes Annotated § 3-103 Director and Assistant Director establishes those offices. The position currently known as Deputy Director is the Assistant Director. ODL proposes to clarify this position's role by changing the title to match the statute. Also giving working title of Assistant State Librarian and Archivist. No change to classification.

Proposed Change 2: Return to original organizational structure of Archives and Records Management (ARM) reporting to the Assistant (Deputy) Director. ARM previously reported to the Deputy Director under the tenure of former Director Susan McVey and Deputy Director Vicki Sullivan. This changed under the tenure of former Director Melody Kellogg.

Proposed Change 3: Change the vacant Executive Secretary III position (previously unclassified) to Human Resources Specialist II. This matches the true business need of the agency. The position will report to the Assistant Director instead of the Director. The Assistant Director is the agency's Human Resources lead.

Proposed Change 4: Change current 999 Temporary Administrative Assistant to half time state employee. There is a long-term business need for this position to support agency operations. The funding is available with the \$500k state appropriations increase. The incumbent temporary employee will be required to complete the application process.



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Proposed Change 5: To meet immediate business needs of the agency and achieve operational stability, the vacant Library Development Director (Administrative Librarian I) position was utilized to create a higher-level administrative position – Director of Services to Libraries (Administrative Librarian II) in May 2023. This proposed change formalizes the administrative nature of the position by moving the funding from budget department Library Development to budget department Administration. Additionally, Public Information will now report to this position instead of the Director.

Proposed Change 6: Upon review and reflection, it is necessary for the Library Development department to have a team lead and career progression path. This change will add back a Library Development Coordinator as a Librarian IV to that team. Previously, this position was Library Development Director (Administrative Librarian I. See Change 6). Adjusting the position to Librarian IV creates a pathway for Library Development Consultants (Librarian III) to move into a first level management position to gain skills and experience that are minimum qualifications for Administrative Librarian. This pathway does not currently exist.

Chair Denney asked if the statute speaks to Ashley's position Director Currie explained the statutes say there can be one Director and one Assistant Director. We are asking to change Cassie's title to Assistant to match the statute and continue to fill that statutory role. We will not have two Assistant Directors, in compliance with the statute. The Assistant Director position holds responsibility for agency wide strategy, including Human Resources and IT, differentiating itself from Ashley's position. Dace asked what new cost increase would incur under new alignment. Director Currie said bringing everyone to 93% of market rate and with these changes the total increase will be \$490k. The increase in appropriations for SFY 24 from the legislature allows for these moves.

Lively made motion to accept and Ferate seconded. Votes were as follows: Chair Denney, yes; Vice Chair Dace, yes; Ferate, yes; Gray, yes; Lively, yes; Robison, yes; Smith, yes. The motion passed.

8. Discussion and possible action to enter into Executive Session under 25 O.S. Section 307 (B)(1) for the purpose of discussing the annual performance review for employment, hiring, appointment, promotion, demotion, disciplining or registration of the Director of the Oklahoma Department of Libraries
 - a. Vote to enter executive session



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Gray made motion to go into Executive session and Smith seconded. Votes were as follows: Chair Denney, yes; Vice Chair Dace, yes; Ferate, yes; Gray, yes; Lively, yes; Robison, yes; Smith, yes. The motion passed.

b. Vote to return to open session

Return to open session at 12:00pm.

Vice Chair Dace made motion to accept the return to open session and Gray seconded. Votes were as follows: Chair Denney, yes; Vice Chair Dace, yes; Ferate, yes; Gray, yes; Lively, yes; Robison, yes; Smith, yes. The motion passed.

c. Possible action on matters discussed in executive session

Chair Denney said no decisions were made during Executive Session. The discussion resulted in a recommendation to increase the Director's salary to the market rate of \$128,924.84.

Vice Chair Dace made motion to accept the recommendation and Lively and Robison seconded. Votes were as follows: Chair Denney, yes; Vice Chair Dace, yes; Ferate, yes; Gray, yes; Lively, yes; Robison, yes; Smith, yes. The motion passed.

9. Consideration and possible action on ODL Collection Policy

- a. Director Currie said this collection policy is an internal document for the State Library to govern our internal procedures. The policy was revised to reflect current best practices that we recommend for all public libraries across the state for their own collection policies.

Smith made motion to accept and Ferate seconded. Votes were as follows: Chair Denney, yes; Vice Chair Dace, yes; Ferate, yes; Gray, yes; Lively, yes; Robison, yes; Smith, yes. The motion passed.

10. Consideration and possible action on Resolution of Appreciation for Lee Chair Denney's service on the Oklahoma Department of Libraries' Board

- a. Jim Robison read Resolution of Appreciation for Lee Denney.



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11. Consideration and possible action on Resolution of Appreciation for Robert Dace's service on the Oklahoma Department of Libraries' Board
 - a. Ronda Smith read Resolution of Appreciation for Bob Dace.
12. Discussion, consideration, and possible action on turnover of Board Members, an ODL Board Officer Nominating Committee and/or ODL Board Officers for 2023-2024.
 - a. Director Currie recommended the Board form a Nominating Committee today to make recommendations for new Board officers at the next meeting. The Board should be prepared to hear the Nominating Committee's recommendations and elect a new Chair and Vice Chair at the September 8 meeting.
 - b. Gray, Robison and Smith volunteered to be on the Nominating Committee. First action of next meeting would be Director hosting meeting and select Chair and Vice Chair.

Vice Chair Dace made motion to accept and Ferate seconded. Votes were as follows: Chair Denney, yes; Vice Chair Dace, yes; Ferate, yes; Gray, yes; Lively, yes; Robison, yes; Smith, yes. The motion passed.

13. New Business. This business, in accordance with Oklahoma Statutes, Title 25 § 311(A)(9) is limited to any matter not known about or which could not have been reasonably foreseen prior to the time of posting this agenda.
 - a. Director Currie introduced guest and new board member Teresa Sutter from Alva. She will be replacing Lee Denny as a representative of Congressional District 3.
 - b. Director Currie said Bob Dace is ending his term one year early, effective June 2023. She has been in contact with the Governor's office. They and ODL's Attorney General liaison have confirmed it is acceptable to be down to six active board members until next Legislative session when a new person can go through the Senate confirmation process.

14. Adjournment

Lively made motion to accept and Gray seconded. Votes were as follows: Chair Denney, yes; Vice Chair Dace, yes; Ferate, yes; Gray, yes; Lively, yes; Robison, yes; Smith, yes. The motion passed. Meeting adjourned at 12:21pm.

Next ODL Board Meeting: Friday, September 8, 2023 at 10 AM


ODL Board Chair


ODL Director, Secretary Ex Officio