

Minutes  
Oklahoma Department of Libraries  
ODL Board of Directors  
September 11, 2020  
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, Steve Gray, Vice Chair Annabeth Robin, James Robison, Mary Shannon, Chair Cynthia Vogel and Melody Kellogg, Secretary.

Guests and staff members present: Adrienne Butler, Bill Young, Cathy Van Hoy, Christine Chen, Cindy Mooney, Connie Armstrong, Holly Hasenfratz, Joe Ashbaker from the Office of the Oklahoma Attorney General, Judy Tirey, Natalie Currie, Passion Bradley, Suzette Chang, Vicki Mohr, Wendy Noerdlinger-Gabrielson.

In conformity with the Oklahoma Open Meeting Act, advance notice of the September 11, 2020 meeting was transmitted to the Oklahoma Secretary of State on December 13, 2019. Public notice of this meeting, together with the agenda, was posted September 9, 2020 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 NE 18 Street, Oklahoma City.

There were no public comments.

**Consider approval of minutes from regularly scheduled ODL Board Meeting held June 12, 2020**

Kellogg mention a correction on page 1, paragraph 2; to remove “Arlene Paschel” who was not in attendance at the June 12 meeting. Chair Vogel asked for consideration of approval of minutes for the June 12, 2020 board meeting. Vice Chair Robin moved to approve the minutes with the amendment, seconded by Dace. Votes were as follows: Dace, yes; Denney, yes; Gray, yes; Robin, yes; Robison, yes; Shannon, yes; Chair Vogel, yes. The motion passed and the minutes were approved.

**Consider acceptance of Financial Reports**

Kellogg said ODL has carryover funds from SFY2019 that need to be re-budgeted because of events cancelled due to the COVID-19 pandemic. The FY2019 deadline is in October. Chair Vogel asked for a motion to accept the Financial Reports. Shannon moved to approve, seconded by Dace. Votes were as follows: Dace, yes; Denney, yes; Gray, yes; Robin, yes; Robison, yes; Shannon, yes; Chair Vogel, yes. The motion passed to accept the Financial Reports.

**Director’s Report**

Kellogg shared a letter of appreciation from one of the eight grand prize winners in *Oklahoma’s 2020 Summer Reading Contest* who received an e-book reader and set of books.

Youth Services Consultant Adrienne Butler reported on the 2020 Summer Reading Program, acknowledging that libraries closed due to the COVID-19 pandemic. Libraries had to change their plans quickly to offer summer programming while closed to in person gatherings. The statewide program uses \$49,000 in federal funds from the Institute of Museum and Library Services' Library Services and Technology Act (LSTA)/Grants to States Program. Funds are used to participate in the national Collaborative Summer Library Program, pay a workshop presenter, and purchase program materials, including paper sacks that are sponsored in part by Sonic Corp. The materials had already been ordered and mostly received by the middle of March.

ODL Library Consultant Wendy Noerdlinger-Gabrielson explained how the Public Library Academy has been affected by the pandemic. Noerdlinger-Gabrielson said 18 classes were cancelled for the spring semester. The continuing education grant has been extended allowing applicants to virtually attend the ARSL (Association for Small and Rural Libraries) Conference. Librarians across the state are extremely busy handling the fallouts from the pandemic. The first virtual class, Computer Electronic Resources, is scheduled as a pilot on September 21, 2020. The class was full within two hours of opening enrollment.

**Presentation of Draft Strategic Plan for SFY2021-2026**

Deputy Currie explained the *Agency Strategic Plan* efforts and 5-year Goals. Strategic Plans are due along with the SFY22 *Budget Request Program* on October 1. This year, agencies were provided a PowerPoint slide deck to fill in with program goals and key *Performance Measures*. The intent is that every agency's high-level, bite-sized strategic outlook is ordered the same and looks similar. Supervisors participated in updating ODL's Vision, Mission and Core Values.

**Consider approval of SFY2022 Budget Request**

Kellogg recommended a level budget for SFY2022 by requesting no increase and hoping for no decrease from our current appropriations of \$4,346,315. Carryover funds cannot be used for ongoing expenditures.

Chair Vogel asked for a motion to approve SFY2022 Budget Request. Denney moved to approve, seconded by Dace. Votes were as follows: Dace, yes; Denney, yes; Gray, yes; Robin, yes; Robison, yes; Shannon, yes; Chair Vogel, yes. The motion passed to approve the SFY2022 Budget Request as presented.

**Discussion about meeting frequency and schedule**

Chair Vogel asked board members to think about additional board meetings throughout the year to help ODL with the overlay of agenda items that require board approval. Kellogg said in recent years there have been five meetings annually. Robin said it would help the board members to connect to ODL staff and activities. Robin also said she thought it was predicated on when ODL needed the board to make decisions. Shannon agreed that a more frequent schedule based on the needs of the staff for preparation and board input and approval is appropriate. Denny said six meetings per year would be fine.

Chair Vogel asked Assistant Attorney General Joe Ashbaker to provide Kellogg information on remote meetings. Chair Vogel suggested Kellogg lay out the schedule for ODL in 2021 and present at the December 11, 2020 meeting.

Cathy Van Hoy brought it to the attention of the board that the first five minutes of the meeting was not recorded. Attorney General Joe Ashbaker suggested the board vote again on the June 12, 2020 minutes. Votes were as follows: Dace, yes; Denney, yes; Gray, yes; Robin, yes; Robison, yes; Shannon, yes; Chair Vogel, yes. The motion passed and the minutes were approved.

There being no additional business, Chair Vogel adjourned the meeting.

The next ODL Board meeting is scheduled for December 11, 2020 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, OK 73105.

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Melody A. Kellogg, Secretary