

Minutes
Oklahoma Department of Libraries
ODL Board of Directors
July 16, 2021
10:00 a.m.

Chair Vogel called the meeting to order at 10:00 a.m. and asked for roll call. Board members present: Lee Denney, Vice Chair Annabeth Robin, James Robison, Ronda Smith, Chair Cynthia Vogel, and Melody Kellogg, Secretary. Board members absent: Robert Dace and Steve Gray.

Guests and staff members present: Joe Ashbaker from the Office of Attorney General, Melissa Askew, Deputy Director Natalie Currie, Jan Davis, Leslie Gelders, Holly Hasenfratz, Jackie Kropp, Cindy Mooney, Ashton Poarch from the Office of Attorney General, Cathy Van Hoy, and Bill Young.

In conformity with the Oklahoma Open Meeting Act, advance notice of the July 16, 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 July 9, 2021 at 3:04 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.

New board member Ronda Smith was introduced.

Consider approval of minutes from regularly scheduled ODL Board Meeting held April 30, 2021

Denney made a motion to approve the April 30, 2021 minutes, seconded by Robin. Votes were as follows: Dace, absent; Denney, yes; Gray, absent; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes. The motion passed and the minutes were approved.

Consider approval of minutes from special ODL Board Meeting held June 2, 2021

Chair Vogel asked for a motion to approve the minutes from the special meeting held on June 2, 2021. Denney moved to approve the June 2, 2021 minutes, seconded by Robin. Votes were as follows: Dace, absent; Denney, yes; Gray, absent; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes. The motion passed and the minutes were approved.

Consider acceptance of financial reports

Kellogg presented the Financial Report for SFY 2021. Because the fiscal year ended recently, invoices are still being paid. The report will change as payments are finalized over the next few months.

The cost containment report has not been completed by ABS. This report will compare budgeted vs. actual expenditures at the division level. ODL's four divisions are Administration, Services to Libraries, Services to Government, and Statewide Electronic (Information Technology). Variances greater than 10% or \$10,000 will be explained.

Kellogg asked board members for feedback on the format of the financial report. Several board members agreed that information on expenditures from the year to date and on where ODL stood at the same point last year would be helpful.

James Robison noted that salary expenses were very high for the current month compared to the average for the year. Kellogg explained that the current month's total for salaries included a one-time differential payment made to staff to help offset the differences between current salaries and what is being offered for similar work in the general labor market. These payments were made through a mechanism defined by the state to all staff

except the Director and totaled \$171,000. Funding was available from SFY20 carryover funds due to COVID-19 causing many activities to be canceled. ODL received data from Human Capital Management that documented that the agency's salaries are very low. Kellogg explained that she and Deputy Director Natalie Currie are committed to raising agency salaries to the level mandated by statute (within 90% of market value).

Chair Vogel asked for a motion to accept the Financial Report for SFY 2021. Robison moved to accept, seconded by Denney. Votes were as follows: Dace, absent; Denney, yes; Gray, absent; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes. The motion passed to accept the Financial Report for SFY 21.

Kellogg shared the LSTA Quarterly Grant Accrual Report. This report consists of data that must be reported to the federal Institute of Museum and Library Services. Kellogg and Deputy Director Natalie Currie are working to provide this data on the project level so that board members can see what was approved and budgeted for each LSTA project and how much has been spent. The enhanced report will reflect adjustments made to project budgets when it was determined that funds could not be spent as originally approved.

Kellogg explained why there is a negative balance of \$38,000 for the accrual amount for FFY 2021 State Grants. For SFY 2021, all federal monies were assigned to the same class of funds by the Office of Management and Enterprise Services (OMES). OMES approved ODL's request that ARPA funds be assigned to a different class.

Robison asked what's the difference in submission for draw down versus the expenses. Kellogg said the LSTA Coordinator reaches out to the ODL Project Lead Officers asking what are the anticipated expenditures within the next 30 days. Based on the information, the LSTA Coordinator will submit to the federal Institute of Museum and Library Services (IMLS) a request to draw funds from each active grant.

Chair Vogel asked for a motion to accept the LSTA Quarterly Grant Accrual Report. Robison moved to approve, seconded by Denney. Votes were as follows: Dace, absent; Denney, yes; Gray, absent; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes. The motion passed to accept the LSTA Quarterly Grant Accrual Report.

Director's Report

Jan Davis shared information about the LSTA Images of Oklahoma Project. Archives staff members work with libraries, local history museums, and other organizations throughout the state that collect and share the histories of their communities. Participants learn how to care for, organize, preserve, and share their information. One way this information is shared is through bookmarks produced and distributed by the Archives. Davis shared a bookmark featuring an image of Will Rogers and a close friend who died from a disease that is rare today. The back of the bookmark promotes the Claremore Museum of History, the institution that houses the correspondence between Rogers and his friend.

Kellogg reported that the ODL budget for SFY 2022 has been submitted to the Office of Management and Enterprise Services for approval.

Kellogg noted that there are more items than usual in the Legislative Session Report. SB 0265, a request bill for a sales tax exemption for city-county libraries, was signed into law by the governor. Among the many items impacting state employees is legislation sunsetting the Merit Protection Commission (HB 1146). A bill that would have exempted the legislative and judicial branches of state government from all fees and costs for services rendered by any appropriated state agencies (HB 2088) was vetoed. ODL provides storage for legislative records.

Kellogg shared an update on staffing issues. She introduced Jackie Kropp, the new director of Library Development. Kropp has been a longtime instructor for ODL's Public Library Academy and previously worked at the Western Plains and Pioneer library systems. Kropp has a MLIS degree from the University of Oklahoma and is a strong and vocal advocate for libraries. Rachel Walker now works as a librarian in the Office of Library Resources, and Sadie Bruce returned as a consultant in the Library Development Office. Kellogg mentioned ODL's efforts to re-establish succession plans for leadership positions and shared a copy of ODL's organizational chart. The Federal Programs Officer position has been filled. A new Business Manager is still being sought. Kellogg reported on efforts to change the provision of payroll services for some contract employees because of the substantial administrative fees charged by the Galt Foundation.

Consider approval of Distribution Plan for American Rescue Plan Funds allotted to Oklahoma Department of Libraries from the Institute of Museum and Library Services (confirm vote from June 2, 2021)

Kellogg explained why this carryover item from the June 2 special board meeting was added to the agenda. Natalie Currie summarized the American Rescue Plan Act distribution proposal that was discussed at the June 2 meeting. The plan includes a collaboration with Department of Commerce on an online high school completion program for adults; additional database subscriptions for assistance with homework or career development; Leading in an Emergency project with the Oklahoma Museums Association; and formula grants to public libraries, tribal libraries, literacy programs, and museums. The spending principles for these funds were reviewed.

Chair Vogel asked for a motion to approve the Distribution Plan for American Rescue Plan Funds allotted to the Oklahoma Department of Libraries from the Institute of Museum and Library Services as noted on the agenda for July 16, 2021, item no. 6. Denney moved to approve, seconded by Robin. Votes were as follows: Dace, absent; Denney, yes; Gray, absent; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes. The motion passed.

Consider approval of Library Services and Technology Act Project: Evaluation of FFY 2018-2022 Five-Year Plan and Development of New Five-Year Plan for FFY 2023-2027

Kellogg shared ODL's need to contract with a professional services provider for an outside evaluation of the current LSTA five-year plan and help in developing the new plan. ODL solicited bids and received four proposals, which were reviewed by Kellogg, Deputy Director Natalie Currie, Public Information Manager Bill Young, and Cathy Van Hoy, library consultant and State Data Coordinator. The proposals ranged in price from \$21,000 to \$38,900. The committee chose the provider with the third highest bid because of the depth of their experience. The bid coordinator with the Office of Management and Enterprise Services will notify the selected provider. Kellogg requested that the board approve the work to be done as a new project. The estimated cost is \$32,500.

Chair Vogel asked for a motion to approve the LSTA Project: Evaluation and Development of Five-Year Plans. Smith moved to approve, seconded by Robison. Votes were as follows: Dace, absent; Denney, yes; Gray, absent; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes. The motion passed to approve the LSTA Project: Evaluation and Development of Five-Year Plans.

Consider approval of Resolution of Appreciation for Mary Shannon's service on the Oklahoma Department of Libraries' Board

Chair Vogel acknowledged Mary Shannon's years of service on the ODL Board. Shannon was unable to attend the board meeting.

No vote was taken.

Consider election of ODL Board Officers for 2021-2022

Chair Vogel and Vice Chair Annabeth Robin served on the nominating committee. Robin presented a slate of candidates: Lee Denney as Vice Chair and Cynthia Vogel to continue as Chair. This will be Vogel's last year on the board and her continued leadership would be an asset.

Lee Denney noted that this will also be Annabeth Robin's last year on the board and withdrew her name for consideration as Vice Chair.

Denney made a motion to nominate Cynthia Vogel as Chair, seconded by Robison. Votes were as follows: Dace, absent; Denney, yes; Gray, absent; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes.

Denney made a motion to nominate Annabeth Robin to serve as Vice Chair, seconded by Chair Vogel. Votes were as follows: Dace, absent; Denney, yes; Gray, absent; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes.

Consider proposed executive session pursuant to 25 O.S. § 307(B)(1) for the purpose of discussing the annual review of the Director

Chair Vogel asked for a motion to approve an executive session pursuant to 25 O.S. § 307(B)(1) for the purpose of discussing the annual review of the Director. Denney moved to approve, seconded by Smith. Votes were as follows: Dace, absent; Denney, yes; Gray, absent; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes.

Chair Vogel asked for a motion to return to regular session. Denney moved, seconded by Robison. Votes were as follows: Dace, absent; Denney, yes; Gray, absent; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes.

Chair Vogel asked if there was any new business. No items of new business.

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

The next ODL Board meeting is scheduled for September 24, 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.

Melody A. Kellogg, Secretary