

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

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

Guests and staff members present: Rebecca Barker, Christine Chen, Natalie Currie, Jan Davis, Leslie Gelders, Holly Hasenfratz, Tara McCleod, Samuel Karns, 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 September 24, 2021 meeting was transmitted to the Oklahoma Secretary of State on December 6, 2020. Public notice of this meeting, together with the agenda, was posted December 7, 2021 at 9:05 a.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 24, 2021**

Chair Vogel made a motion to approve the September 24, 2021 minutes, seconded by Robison. Votes were as follows: Dace, yes; Denney, absent; Gray, yes; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes. The motion passed.

**Consider acceptance of SFY2022 Expenditure Report through October 31, 2021**

Kellogg said the current format is what the board requested. The one piece still missing will be prepared for the March 11, 2022 board meeting, which will reflect the year-to-date budget. ODL hopes to have two more people hired in administration to handle the day-to-day financial task. Chair Vogel said Information Technology Services has extended \$757,000 so far year-to-date and last year at this time it was only \$558,000. Currie said much of the difference is due to a payment timing caused by the EBSCO database. The last installment of the previous fiscal year was paid June 30 and this year it was paid July 1 so it's showing in a different fiscal year. There is an additional \$24,600 for the new on-line high school project that is funded with the ARPA Funds. There were also adjustments in how we coded expenditures for library materials. This year we've reclassified these codes into a more appropriate class. Currie offered to prepare for future board meetings an explanation on variances of a certain amount. Robison suggested any variance of 30% or more.

Chair Vogel made a motion to Consider acceptance of SFY2022 Expenditure Report through October 31, 2021, seconded by Gray. Votes were as follows: Dace, yes; Denney, yes; Gray, yes; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes. The motion passed.

**Director's Report**

Kellogg recognized long time employees. Melissa Askew who is a Librarian Consultant in the Library Development Department has served 15 years at ODL will not be able to join the meeting.

Chair Vogel and Kellogg honored Rebecca Barker for 20 years of service with the State of Oklahoma. She was presented with a commemorative pin and certificate. Rebecca works in ODL Literacy Department as an Administrative Programs Officer., Rebecca has helped coordinated the Oklahoma National Citizenship Ceremony. We thank you for your service!

Kellogg mentioned receiving *KUDO's* of almost daily on ODL staff members. It's a little humbling, but it's also amazing that people do appreciate and recognize the work of ODL employees. Kellogg pointed out a couple of recent standouts. Rebecca Barker was recently a guest on Oxford Adult ESL Conversations podcast sharing her expertise on Library Literacy. Pretty much at the same time, Jan Davis, ODL's State Archivist, was prompting the ODL's digital prairies resources and primary resources available to educators at the Edmond Sun and found herself on the front page. Kellogg received an email from an associate district judge in Love county. The team in Library Resources lead by Administrative Librarian Christine Chen was hailed as helping find and list all of the judges who've served in Love county.

Kellogg said this brings us to the most important part. These employees that I've mention today along with many others do really good work and do it without adequate compensation. Kellogg said ODL was granted permission by Secretary Walters to conduct the Classification and Compensation study for ODL staff. Kellogg said Currie will oversee and coordinate this project with the assistance of Human Capital Management Division of Oklahoma Management Enterprise Services. Currie said we want to capture the current task of all staff and to make sure to identify any gaps in ODL's services. Along with achieving some operational stability that's been lucky the past few years. The study will help gather information officially and rectify staff salary by moving closer to market rate.

Jan Davis announced the Oklahoma Museums Association will be offering a webinar series for mindful leadership during times of crisis called "*Leading in an Emergency - Skills for Strong Organizations*".

**Presentation: overview of process used to determine State Aid eligibility including list of libraries fully meeting requirements for SFY2021**

Jackie Kropp, Director of Library Development, presented the timeline for State Aid Grants to Public Libraries for SFY2021. Public libraries and library systems must comply with the rules and regulations for State Aid Grants. For SFY2021, Emergency Rules are in place for State Aid Grants. Last year the rules were waived equally for all public libraries due to the widespread impact of the pandemic. This year, many libraries were able to fulfill all State Aid requirements. Therefore, we are asking the board to vote on the recommendations to waive specific requirements for 41 libraries who failed to meet at least one of the four specific State Aid rules (hours of operation, maintenance of effort, board meetings, and youth programming) due to circumstances related to the pandemic.

**Consider approval of recommendation to waive requirement for maintenance of effort as permitted by Emergency Rules 405:25-1-3 [Amended] for 33 libraries: Allen Public Library, Anadarko Community Library, Ardmore Public Library, Chelsea Public Library, Jay C. Byers Memorial Library in Cleveland, Coweta Public Library, James Lowe Log Cabin Library in Crescent, Cushing Public Library, Drumright Public Library, Duncan Public Library, El Reno Carnegie Library, Public Library of Enid and Garfield County, Fairview City Library, Frederick Public Library, Guymon Public Library and Arts Center, Hennessey Public Library, Hydro Public Library, Kingfisher Memorial Library, Lawton Public Library, Maysville Public Library, Beyond the Pages in Mooreland, Pawnee Public Library, Thomas-Wilhite Memorial Library in Perkins, Haynie Public Library in Prague, Gleason**

**Memorial Library in Ringling, Bartlett-Carnegie Public Library in Sapulpa, Tonkawa Public Library, Vinita Public Library, Wagoner City Public Library, Wewoka Public Library, Woodward Public Library, Wynnewood Public Library, and Yale Public Library Memorial Library in Ringling, Bartlett-Carnegie Public Library in Sapulpa, Tonkawa Public Library, Vinita Public Library, Wagoner City Public Library, Wewoka Public Library, Woodward Public Library, Wynnewood Public Library, and Yale Public Library**

Chair Vogel asked what the main rule was the libraries broke. Kropp said Maintenance of Effort (MOE) 405:25(3)(D).

Chair Vogel made a motion to approve to waive requirement for MOE as permitted by Emergency Rules 405:25-1-3 [Amended] for 33 libraries, seconded by Robison. Votes were as follows: Dace, yes; Denney, absent; Gray, yes; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes. The motion passed.

**Consider approval of recommendation to waive requirement for hours of operation as permitted by Emergency Rules 405:25-1-3 [Amended] for 14 libraries: Ada Public Library, Ardmore Public Library, Blackwell Public Library, Coweta Public Library, James Lowe Log Cabin Library in Crescent, Drumright Public Library, El Reno Carnegie Library, Lawton Public Library, Pawnee Public Library, Piedmont Public Library, Haynie Public Library in Prague, Bartlett-Carnegie Public Library in Sapulpa, Vinita Public Library, and Wagoner City Public Library**

Chair Vogel made a motion to approve recommendation to waive requirement for hours of operation as permitted by Emergency Rules 405:25-1-3 [Amended] for 14 libraries, seconded by Robin. Votes were as follows: Dace, yes; Denney, absent; Gray, yes; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes. The motion passed.

**Consider approval of recommendation to waive requirement for local boards of trustees to meet quarterly as permitted by Emergency Rules 405:25-1-3 [Amended] for Stroud Public Library due to extenuating circumstances beyond their control**

Chair Vogel made a motion to approve of recommendation to waive requirement for local boards of trustees to meet quarterly as permitted by Emergency Rules 405:25-1-3 [Amended] for Stroud Public Library due to extenuating circumstances beyond their control, seconded by Gray. Votes were as follows: Dace, yes; Denney, absent; Gray, yes; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes. The motion passed.

**Consider approval of recommendation to waive requirement for programming as permitted by Emergency Rules 405:25-1-3 [Amended] for six libraries: Antlers Public Library, Donald W. Reynolds Community Center and Library in Durant, Henryetta Public Library, Nora Sparks Warren Memorial Library in Pauls Valley, Thomas-Wilhite Memorial Library in Perkins, and Tonkawa Public Library**

Chair Vogel made a motion to approve of recommendation to waive requirement for programming as permitted by Emergency Rules 405:25-1-3 [Amended] for six libraries, seconded by Gray. Votes were as follows: Dace, yes; Denney, absent; Gray, yes; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes. The motion passed.

**Consider approval of proposed formula for SFY2022 State Aid Grants for Public Libraries**

Chair Vogel made a motion to approve proposed formula SFY2022 State Aid Grants for Public Libraries, seconded by Smith. Votes were as follows: Dace, yes; Denney, absent; Gray, yes; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes. The motion passed.

**Consider approval of project to be funded with American Rescue Plan Act (ARPA) funds:  
Library Staff Training Opportunities**

Chair Vogel said this is an excellent project and glad to see the libraries involved in helping the Homeless.

Chair Vogel made a motion to approve of project to be funded with American Rescue Plan Act (ARPA) funds: Library Staff Training Opportunities, seconded by Gray. Votes were as follows: Dace, yes; Denney, absent; Gray, yes; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes. The motion passed.

**Consider approval of project to be funded with American Rescue Plan Act (ARPA) funds:  
Ready2Read@YourLibrary with Friends of Libraries in Oklahoma**

Chair Vogel made a motion to approve of project to be funded with American Rescue Plan Act (ARPA) funds: Ready2Read@YourLibrary with Friends of Libraries in Oklahoma, seconded by Gray. Votes were as follows: Dace, yes; Denney, absent; Gray, yes; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes. The motion passed.

**Consider approval of project to be funded with American Rescue Plan Act (ARPA) funds:  
Grants for Library Document Stations**

Chair Vogel made a motion to approve of project to be funded with American Rescue Plan Act (ARPA) funds: Grants for Library Document Stations, seconded by Robison. Votes were as follows: Dace, yes; Denney, absent; Gray, yes; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes. The motion passed.

**Consider approval of project to be funded with American Rescue Plan Act (ARPA) funds:  
Digital Resources Workshops for Educators**

Chair Vogel made a motion to approve of project to be funded with American Rescue Plan Act (ARPA) funds: Digital Resources Workshops for Educators, seconded by Dace. Votes were as follows: Dace, yes; Denney, absent; Gray, yes; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes. The motion passed.

**Consider approval of project to be funded with American Rescue Plan Act (ARPA) funds:  
Images of Oklahoma**

Chair Vogel made a motion to approve of project to be funded with American Rescue Plan Act (ARPA) funds: Images of Oklahoma, seconded by Robison. Votes were as follows: Dace, yes; Denney, absent; Gray, yes; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes. The motion passed.

**Consider approval of project to be funded with American Rescue Plan Act (ARPA) funds:  
Grants for Telehealth Hubs**

Chair Vogel made a motion to approve of project to be funded with American Rescue Plan Act (ARPA) funds: Grants for Telehealth Hubs, seconded by Smith. Votes were as follows: Dace, yes; Denney, absent; Gray, yes; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes. The motion passed.

**Consideration of and possible action on proposed changes to Oklahoma Administrative Rules Title 405. Oklahoma Department of Libraries, Chapter 1. Administrative Rules of the Director, to update language to reflect current operations**

Kellogg said the Governor's office has reached out the past two years asking agencies to review their administrative rules and report any that were determined to be unnecessary or outdated.

Chair Vogel made a motion to approve proposed changes to Oklahoma Administrative Rules Title 405. Oklahoma Department of Libraries, Chapter 1. Administrative Rules of

the Director, to update language to reflect current operations, seconded by Robin. Votes were as follows: Dace, yes; Denney, absent; Gray, yes; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes. The motion passed.

**Consideration of and possible action on proposed changes to Oklahoma Administrative Rules Title 405. Oklahoma Department of Libraries, Chapter 3. Administrative Rules of the Board, to update language to reflect current operations**

Chair Vogel made a motion to approve proposed changes to Oklahoma Administrative Rules Title 405. Oklahoma Department of Libraries, Chapter 3. Administrative Rules of the Board, to update language to reflect current operations, seconded by Gray. Votes were as follows: Dace, yes; Denney, absent; Gray, yes; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes. The motion passed.

**Consideration of and possible action on proposed changes to Oklahoma Administrative Rules Title 405. Oklahoma Department of Libraries, Chapter 25. State Aid Grants to Public Libraries, to address emergency situations impacting eligibility**

Chair Vogel made a motion to approve proposed changes to Oklahoma Administrative Rules Title 405. Oklahoma Department of Libraries, Chapter 25. State Aid Grants to Public Libraries, to address emergency situations impacting eligibility, seconded by Gray. Votes were as follows: Dace, yes; Denney, absent; Gray, yes; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes. The motion passed.

**Consider approval of proposed 2022 Board meeting schedule**

Chair Vogel made a motion to approve proposed 2022 Board meeting schedule, seconded by Smith. Votes were as follows: Dace, yes; Denney, absent; Gray, yes; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes. The motion passed.

Chair Vogel asked if there was any new business. There were no items of new business.

Chair Vogel adjourn meeting.

The next ODL Board meeting is scheduled for March 11, 2022 at 10:00 a.m. It will be held in the Hyatt Regency Tulsa Downtown, 100 E Second St, Tulsa, Oklahoma.

  
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Melody A. Kellogg, Secretary