

Minutes
Oklahoma Department of Libraries
ODL Board of Directors
April 8, 2022
10:00 a.m.
South Conference Room and Via Zoom:
<https://zoom.us/j/97488664550> Meeting ID: 974 8866 4550

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: Connie Armstrong, Christine Chen, Natalie Currie, Jan Davis, Grace Fuqua, Leslie Gelders, Jennifer Green, Katherine Hale, Holly Hasenfratz, Jackie Kropp, Tara McCleod, Tim Miller, Cindy Mooney, John Settle from the Office of Attorney General, Cathy Van Hoy, Alyssa Vaughn, Rachel Walker and Bill Young.

In conformity with the Oklahoma Open Meeting Act, advance notice of the April 8, 2022, special meeting was transmitted to the Oklahoma Secretary of State on April 5, 2022. Public notice of this meeting, together with the agenda, was posted April 6, 2022, at 11:46 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 regular scheduled ODL Board Meeting held December 15, 2021

Chair Vogel asked for consideration of the minutes for the December 10, 2021, board meeting. Chair Vogel mentioned a correction on page 1, paragraph 2: add "Natalie Currie" as a staff member present. Chair Vogel moved to approve with the amendment, 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 and the minutes were approved.

Consider approval of minutes from special scheduled ODL Board Meeting held February 15, 2022

Chair Vogel asked for consideration of the minutes for the February 15, 2022, board meeting. Chair Vogel mentioned a correction on page 1, paragraph 2: add "Natalie Currie" as a staff member present. Chair Vogel moved to approve with the amendment, 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 and the minutes were approved.

Consider acceptance of SFY2022 Financial Reports

Chair Vogel made a motion to accept the Expenditure Report through February 28, 2022, 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.

Chair Vogel made a motion to accept the Budget to Actual Report through February 28, 2022, 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.

Chair Vogel made a motion to accept the Cost Containment Report through March 31, 2022, 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.

Director's Report

Kellogg shared an update on new staff in Administration. She introduced Sara Vance, Administrative Assistant, and Grace Fuqua, Accounting Technician. They both report to Tara McCleod, the Federal Programs Officer and Business Manager. We are pleased to have them join the ODL team.

Kellogg said the legislative session has been very active. A couple of bills related to State of Oklahoma employees, and supported by ODL, are still alive. There are several variations of bills related to the Open Meeting Act. House Joint Resolution 1047 will place a cap on valorem taxes which could affect certain property owners, schools, libraries, and Oklahomans over age 65. Other bills are defining obscenity, which could affect collections in school or public libraries. Kellogg stated the libraries more than likely already have policies and procedures in place to handle situations related to material challenges.

Kellogg said SB1549 is very important to ODL because it has the potential to impact the agency's Records Management operations. The bill was presented by the Office of Management and Enterprise Services (OMES). OMES told Deputy Currie they absolutely envision involvement by ODL throughout the process should SB1549 pass.

Kellogg reported the Archives and Records Commission is in the process of being recreated. HB3000 is the vehicle for this, and it would extend the sunset date five more years.

Currie shared an update on the Calibration project related to staff organization and job descriptions. The data gathering phase is complete. OMES Human Capital Management (HCM) has given ODL permission to create functional job descriptions that are more specific to the task of the job. HCM will consider these new job descriptions as part of the Classification and Compensation Study. Chair Vogel asked about the timeline. Currie said the agency budget request is due October 1st. The Classification and Compensation Study needs to happen before then, but OMES Classification and Compensation is currently involved in the Workday transition. Currie explained Workday is a unified online processing platform for all HR and payroll functions being implemented by the State of Oklahoma for all state agencies and employees.

Kellogg announced that Tara McCleod worked with QualityMetrics to complete and finalize the Five-Year Library Services and Technology Act (LSTA) Plan Evaluation. On April 11, Martha Kyrillidou of QualityMetrics and Kellogg will work with staff and then start a tour of twenty libraries in Oklahoma.

Kellogg said FFY20 Library Services and Technology Act (LSTA) projects are finalized. Vogel asked if it is typical to return unused federal funds to the Institute of Museum and Library Services (IMLS). Kellogg said no, usually not; but many projects were cancelled the past two years because of the pandemic. Kellogg also noted that ODL's federal American Rescue Plan Act (ARPA) project has almost \$85,000 unallocated. The agency has until the end of the year to spend the funds.

Consideration of and possible action on FFY2022 LSTA Project Proposals

Kellogg explained as projects are completed, any unspent funds are often reallocated to open projects. Funds not used after all other projects are finalized are added to eMedia and/or Resource Sharing projects. Additional activities are also sometimes added if consistent with a specific description.

Chair Vogel made a motion to approve action on FFY2022 LSTA Project Proposals. Chair Vogel mentioned a

correction on page 22, Agenda item should be “#5” not “#4”. Chair Vogel moved to approve with the amendment, 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.

Consideration of and possible action on proposed ARPA project for E-Media grant to City of Stillwater, administrator of the Oklahoma Virtual Library Consortium

Kellogg stated there are approximately 90 libraries in Oklahoma that participate in the Virtual Library Consortium.

Chair Vogel made a motion to approve action on proposed ARPA project for E-Media grant to City of Stillwater, administrator of the Oklahoma Virtual Library Consortium, 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 ARPA Project for virtual training for library and museum staff, “Attracting and Retaining Oklahoma’s Workforce”

Kellogg introduced Administrative Archivist Jan Davis as the Lead Officer on the project. Vogel asked who plans on attending this training. Davis said it will be in a webinar format in a two-part session designed for attendees who are museum or library managers primarily, but it will be open to anyone who works in the museum or library field. There are about 500 museums and 200 libraries across the state that face the same hiring issues. The Oklahoma State University (OSU) program speaker will talk about the current state of the workforce in Oklahoma in terms of who’s available to be hired.

Chair Vogel made a motion to approve action on proposed ARPA Project for virtual training for library and museum staff, “Attracting and Retaining Oklahoma’s Workforce”, 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.

Appointment of a board nominating committee for ODL Board officers, 2022-2023

Chair Vogel appointed board members Smith and Dace to serve on the nominating committee.

Proposed executive session pursuant to 24 O.S.307(B)(1) to discuss the hiring or appointment of the Director and possible interview of a candidate

Chair Vogel made a motion to move to executive session pursuant to 25 O.S. § 307(B)(1) for the purpose of discussing hiring or appointment of the Director and possible interview of a candidate, 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.

Vote to return to open session; possible Board action on matters discussed in executive session

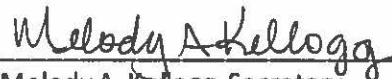
Chair Vogel made a motion to return to regular session, seconded by Robison. Votes were as follows: Dace, yes; Denney, absent; Gray, yes; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes. The motion passed.

Vice-Chair Robin made a motion that the board authorize Chair Vogel to make an offer to the candidate selected by the hiring committee with a salary of \$128,000 per year and a \$5,000 signing bonus. ODL will pay reasonable expenses if a visit to Oklahoma is requested. The board will also request a response from candidate within 10 days, 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.

Vice-Chair Robin made a motion that if the offer is not accepted, staff will reopen the recruitment process and the position will remain open until filled, seconded by Chair Vogel. Votes were as follows: Dace, yes; Denney, absent; Gray, yes; Robin, yes; Robison, yes; Smith, yes; Chair Vogel, yes. The motion passed.

Chair Vogel stated that there was no additional business and made a motion to adjourn the meeting.

The next ODL Board meeting is scheduled for June 24, 2022, 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