

Minutes
Oklahoma Department of Libraries
ODL Board of Directors
September 23, 2022
10:00 a.m.
Cushing Public Library
215 N Steele Avenue
Cushing, Oklahoma 74023

Chair Denney called the meeting to order at 10:00 a.m. and asked for roll call. Board members present: Vice Chair Robert Dace, Chair Lee Denney, Kristen Ferate, Steve Gray, James Robison, and Natalie Currie, Secretary. Board members absent: Maren Lively and Ronda Smith.

Guests and staff members present: Melissa Askew, Adrienne Butler, Jan Davis, Tara McCleod, Cindy Mooney, John Settle from the Office of Attorney General and Cassie Spindle.

In conformity with the Oklahoma Open Meeting Act, advance notice of the June 10, 2022, meeting was transmitted to the Oklahoma Secretary of State on December 14, 2021. Public notice of this meeting, together with the agenda, was posted September 19, 2022, at 11:22 a.m. on the Oklahoma Department of Libraries website and in prominent public view on the exterior walls of the Cushing Public Library, 215 N Steele Avenue, in Cushing Oklahoma.

Consider approval of minutes from ODL Board Meeting held June 10, 2022

Chair Denney asked for consideration of the minutes for the June 10, 2022, board meeting, seconded by Robison. Votes were as follows: Dace, yes; Denney, yes; Ferate, abstain; Gray, yes; Lively, absent; Robison, yes; Smith, absent. The motion passed and the minutes were approved.

Consider acceptance of SFY2022 and SFY2023 Financial Reports

Chair Denney asked for a motion, Dace moved to accept the SFY 22 Budget to Actual Report as of September 14, 2022, seconded by Gray. Votes were as follows: Dace, yes; Denney, yes; Ferate, yes; Gray, yes; Lively, absent; Robison, yes; Smith, absent. The motion passed.

Chair Denney asked for a motion, Robison moved to accept the SFY 22 Cost Variance Report through September 14, 2022, seconded by Ferate. Votes were as follows: Dace, yes; Denney, yes; Ferate, yes; Gray, yes; Lively, absent; Robison, yes; Smith, absent. The motion passed.

Chair Denney asked for a motion, Dace moved to accept the SFY 23 Expenditure Report through August 31, 2022, seconded by Robison. Votes were as follows: Dace, yes; Denney, yes; Ferate, yes; Gray, yes; Lively, absent; Robison, yes; Smith, absent. The motion passed.

Chair Denney asked for a motion, Gray moved to accept the SFY 23 Budget to Actual Report through September 14, 2022, seconded by Ferate. Votes were as follows: Dace, yes; Denney, yes; Ferate, yes; Gray, yes; Lively, absent; Robison, yes; Smith, absent. The motion passed.

Chair Denney asked for a motion, Robison moved to accept the SFY 23 Cost Variance Report through September 14, 2022, seconded by Dace. Votes were as follows: Dace, yes; Denney, yes; Ferate, yes; Gray, yes; Lively, absent; Robison, yes; Smith, absent. The motion passed.

Consider and approve regular meeting dates of the ODL Board for Calendar Year 2023

Chair Denney asked for a motion, Dace moved to accept the ODL Board regular meeting dates for calendar year 2023, seconded by Gray. Votes were as follows: Dace, yes; Denney, yes; Ferate, yes; Gray, yes; Lively, absent; Robison, yes; Smith, absent. The motion passed.

Consider acceptance of the status Report for FFY 2021 LSTA projects

Currie said ODL's LSTA Five Year Evaluation was accepted by The Institute of Museum and Library Services (IMLS) along with the LSTA Five Year Plan.

Chair Denney asked for a motion, Gray moved to approve the status report for FFY 2021 LSTA projects, seconded by Robison. Votes were as follows: Dace, yes; Denney, yes; Ferate, yes; Gray, yes; Lively, absent; Robison, yes; Smith, absent. The motion passed.

Consider acceptance of the status Report for FFY 2022 LSTA projects

Tara McCleod who is the agency Business Manager explained ODL has \$37,000 allocated at this time. After the continuation of potential projects, we estimate \$17,000 remaining.

Chair Denney asked for a motion, Dace moved to approve the status report for FFY 2022 LSTA projects, seconded by Ferate. Votes were as follows: Dace, yes; Denney, yes; Ferate, yes; Gray, yes; Lively, absent; Robison, yes; Smith, absent. The motion passed.

Consider acceptance of action on FFY 2022 LSTA IMAGES project

McCleod said Images of Oklahoma Project is a continuation and has been in process for several years since 2014. ODL would like to add \$20,000 of unallocated funds towards this project.

Chair Denney asked for a motion, Dace moved to approve the FFY 2022 LSTA IMAGES project, seconded by Gray. Votes were as follows: Dace, yes; Denney, yes; Ferate, yes; Gray, yes; Lively, absent; Robison, yes; Smith, absent. The motion passed.

Consideration and possible action on revised Public Library Certification manual for the Continuing Education Project

Currie said the Public Library Certification Manual for the Continuing Education Project was updated to more accurately reflect how training counted across online platforms. Robison asked the difference between contact hour and a CEU. Currie said it was a chance to make it easier for a Library staff to track training hours. The new model will be 1 hour of training is equal to 1 contact hour.

Chair Denney asked for a motion, Robison moved to approve the 6th revised edition of the Public Library Certification manual for Continuing Education, seconded by Dace. Votes were as follows: Dace, yes; Denney, yes; Ferate, yes; Gray, yes; Lively, absent; Robison, yes; Smith, absent. The motion passed.

Consideration and possible action on expanding the Continuing Education Board to seven members

Currie explained how this will allow the Board to more easily meet quorum requirements while maintaining equal representation with the collaboration between Oklahoma Library Association and ODL. It will also ensure quality development opportunities for library staff across the state.

Chair Denney asked for a motion, Dace moved to accept and approve the Continuing Education Board to seven members, seconded by Gray. Votes were as follows: Dace, yes; Denney, yes; Ferate, yes; Gray, yes; Lively, absent; Robison, yes; Smith, absent. The motion passed.

Consideration and approval of appointment of Leanne Cheek to serve on the Continuing Education Board

Currie said Leanne Cheek is the Reader's Services Coordinator for the Pioneer Library System. She has been attending meetings and has been very active in the library field. She is prepared to serve in a voting capacity for two years.

Chair Denney asked for a motion, Dace moved to approve the appointment of Leanne Cheek to serve on the Continuing Education Board, seconded by Robison. Votes were as follows: Dace, yes; Denney, yes; Ferate, yes; Gray, yes; Lively, absent; Robison, yes; Smith, absent. The motion passed.

Consider acceptance of status report for ARPA projects

McCleod said originally ODL was supposed to spend funds by September 30, 2022, but we received a 90-day extension. We currently have \$122,000 allocated for projects. Denney asked about the Ready2Read Early Literacy project. McCleod said Ready2Read is a partnership by the Oklahoma Department of Libraries and the Friends of Libraries in Oklahoma (FOLIO). Professional storyteller and retired children's librarian Valerie Kimble will be touring 30 libraries throughout the state train library staff on early literacy programming best practices.

Chair Denney asked for a motion, Dace moved to accept the status report for ARPA projects, seconded by Gray. Votes were as follows: Dace, yes; Denney, yes; Ferate, yes; Gray, yes; Lively, absent; Robison, yes; Smith, absent. The motion passed.

Consideration and possible action on proposal for Video Conference Maintenance project using American Rescue Plan Act funds

Currie said out of the \$122,278.33 unallocated funds, ODL would like to use \$56,000 to upgrade the videoconferencing equipment in the large conference room where ODL host events and meetings. The project is directly tied to pandemic response. By upgrading our equipment, it will help ODL to have virtual meetings across multiple platforms with minimum technology disruptions.

Chair Denney asked for a motion, Dace moved to approve the proposal for Video Conference maintenance project using ARPA funds, seconded by Gray. Votes were as follows: Dace, yes; Denney, yes; Ferate, yes; Gray, yes; Lively, absent; Robison, yes; Smith, absent. The motion passed.

Consideration and possible action on proposal for the Security Camera Project using American Rescue Plans Act funds

McCleod said the building currently has one security camera that shows the dock entrance. Additional cameras will monitor the building in the event of a safety crisis and provide security to ODL staff.

Chair Denney asked for a motion, Dace moved to approve the proposal for the Security Camera Project using ARPA funds, seconded by Robison. Votes were as follows: Dace, yes; Denney, yes; Ferate, yes; Gray, yes; Lively, absent; Robison, yes; Smith, absent. The motion passed.

Interim Director's Report

Currie mentioned the official State Operational Audit Report received for the period of January 1, 2018, through June 30, 2021, that has been included in the meeting packet.

Currie provided an overview on Human Resources activity. Since last fiscal year, ODL has experienced a 20 percent turnover rate due to resignations and retirements. We've also had a couple of new hires.

Chris Smith was hired as the Mail Room and Records Management Technician. He started in the position on June 27. Cathy Van Hoy and Arlene Paschel retired September 1, 2022, and Bill Young retired October 1, 2022. Jacqueline Kropp the Director Library Development, resigned July 7, 2022.

Currie mentioned the agency had completed the process to make permanent last year's emergency rule that was added to the State Aid rules in the Administrative Code. This rule allows for State Aid requirements to be waived based on emergency declarations by certain parties." These rules are published in the Oklahoma Register effective September 11, 2022.

Consideration and approval of State Fiscal Year 2024 Budget Request

Currie said one of ODL's biggest needs is to bring all staff to market rate, reduce federal funds spent on salary to increase Maintenance of Effort, adjust positions to meet business needs. Denney asked how market rate is determined. Currie said that we asked OMES to do a classification survey study. The budget request includes \$37,000 to move agency computers to OMES lease plan. McCleod said the request was honored and no cuts were applied to ODL's budget. Estimated operational request is \$825,945.

Chair Denney asked for a motion, Dace moved to approve the State Fiscal Year 2024 Budget Request, seconded by Robison. Votes were as follows: Dace, yes; Denney, yes; Ferate, yes; Gray, yes; Lively, absent; Robison, yes; Smith, absent. The motion passed.

Proposed executive session pursuant to 24 O.S.307(B)(1) to discuss the appointment of Natalie Currie to the position of Director, State librarian and Archivist

Chair Denney asked for a motion, Dace moved to executive session, seconded by Gray. Votes were as follows: Dace, yes; Denney, yes; Ferate, yes; Gray, yes; Lively, absent; Robison, yes; Smith, absent. The motion passed.

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

Chair Denney asked for a motion, Gray moved to return to open session, seconded by Ferate. Votes were as follows: Dace, yes; Denney, yes; Ferate, yes; Gray, yes; Lively, absent; Robison, yes; Smith, absent. The motion passed.

Chair Denney asked for a motion, Robison moved to make the appointment of Natalie Currie permanent Director, State librarian and Archivist, seconded by Dace. Votes were as follows: Dace, yes; Denney, yes; Ferate, yes; Gray, yes; Lively, absent; Robison, yes; Smith, absent. The motion passed.

Proposed executive session pursuant to 25 O.S. 307(B)(1) to discuss the hiring of the Deputy Director

Chair Denney asked for a motion, Dace moved to executive session, seconded by Robison. Votes were as follows: Dace, yes; Denney, yes; Ferate, yes; Gray, yes; Lively, absent; Robison, yes; Smith, absent. The motion passed.

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

Chair Denney asked for a motion, Gray moved to return to open session, seconded by Ferate. Votes were as follows: Dace, yes; Denney, yes; Ferate, yes; Gray, yes; Lively, absent; Robison, yes; Smith, absent. The motion passed.

Consideration and possible action to authorize the Director to hire a Deputy Director

Chair Denney asked for a motion, Dace moved to make the appointment of Cassie Spindle as the Deputy

Director, seconded by Gray. Votes were as follows: Dace, yes; Denney, yes; Ferate, yes; Gray, yes; Lively, absent; Robison, yes; Smith, absent. The motion passed.

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

The next ODL Board meeting is scheduled for Friday, December 16, 2022, at 10:00 a.m. It will be held at the Del City Library of the Metropolitan Library System, 4330 SE 15th Street, Del City Oklahoma.

Digitally signed by Natalie
Currie
Date: 2022.12.23 09:39:30
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Natalie Currie, Secretary

