



# OKLAHOMA Department of Libraries

## ODL Board Meeting Minutes

December 8, 2023 | 10:00 a.m.  
Oklahoma Department of Libraries  
200 NE 18 Street  
Oklahoma City, OK 73105

*All participating members of the Board were in person at the above meeting location. The meeting was open to the general public. This meeting was conducted under the provisions of the Open Meeting Act as provided in Title 25, Oklahoma Statutes §§ 301-314.*

*Public access viewing of the meeting through Zoom:*

<https://www.zoomgov.com/j/1604249910?pwd=VkkrTU92OWEyMWpiMThMY2l1T2E3QT09>

*Meeting ID: 160 424 9910*

*Passcode: 264087*

*Public access to the complete Board Packet:*

<http://oklahoma.gov/content/dam/ok/en/libraries/documents/agendas/Board-Packet-20231208.pdf>

*Order of Business: The Board may discuss, table, defer, or vote to approve or disapprove or take appropriate action with respect to any agenda item. The sequence of the agenda may change at the Board's discretion.*

### 1. Call to Order, Roll Call, and Compliance with Open Meeting Act

Chair Jim Robison called meeting to order at 10:00 am and saw a quorum. Roll was called as follows: Jim Robison, present; Steven Gray, present; Kristen Ferate, present; Audrey Katigan, present; Maren Lively, absent; Ronda Smith, present; Teresa Sutter, absent; Natalie Currie, present.

Guests and staff present: Madalynn Martin from the Office of the Oklahoma Attorney General, John Schramm, Tara McCleod, Ashley Welke, Cassie Spindle, Christine Chen, Marcia Hull, Sadie Bruce, Holly LaBossiere, Paige Harkins

### 2. Consideration and possible action on minutes for the regular board meeting held September 8, 2023.....1

Vice Chair Gray made motion to accept the minutes as presented, and Kristen Ferate seconded. Votes were as follows: Chair Robison, yes; Vice Chair Gray, yes; Ferate, yes, Katigan, yes; Lively, absent; Smith, yes; Sutter, absent. Motion passed.

### 3. Consideration and possible acceptance of financial reports

a. SFY 23 Budget to Actual Report through October 31, 2023 ..... 16



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Vice Chair Gray made motion to accept, and Kristen Ferate seconded. Votes were as follows: Chair Robison, yes; Vice Chair Gray, yes; Ferate, yes, Katigan, yes; Lively, absent; Smith, yes; Sutter, absent. Motion passed.

b. SFY 23 Cost Variance Report through October 31, 2023..... 17

Chair Robison stated actual expenses and encumbrances figures that are noted in the *FY23 Budget to Expense Variance Explanation* column for Divisions 20 and 88 do not add up to the figure in the *FFY23 YTD Expenses and Encumbrances* column and asked which is correct. Financial Manager Tara McCleod stated the correct figure is in the *FY23 YTD Expenses & Encumbrances* column. Chair Robison asked if there had been an update since McCleod put the notes in, McCleod affirmed. Chair Robison motioned to accept report as amended to reflect the corrected amounts for expenses and encumbrances in the *FY23 Budget to Expense Variance Explanation* column for Divisions 20 and 88. Katigan seconded. Votes were as follows: Chair Robison, yes; Vice Chair Gray, yes; Ferate, yes, Katigan, yes; Lively, absent; Smith, yes; Sutter, absent. Motion passed.

c. SFY 23 and 24 Expenditure Report through October 31, 2023..... 18

Vice Chair Gray made motion to accept and Ferate seconded. Votes were as follows: Chair Robison, yes; Vice Chair Gray, yes; Ferate, yes, Katigan, yes; Lively, absent; Smith, yes; Sutter, absent. Motion passed.

d. SFY 24 Budget to Actual Report through October 31, 2023 ..... 21

Chair Robison made motion to accept and Vice Chair Gray seconded. Votes were as follows: Chair Robison, yes; Vice Chair Gray, yes; Ferate, yes, Katigan, yes; Lively, absent; Smith, yes; Sutter, absent. Motion passed.

e. SFY 24 Cost Variance Report through October 31, 2023..... 22

Chair Robison asked about the actual expenses and encumbrances figures that are noted in the *FY24 Budget to Expense Variance Explanation* column for division number 10 that do not add up to the figure provided in the *FY24 YTD Expenses & Encumbrances* column. McCleod explained the discrepancy was due to the timing of the report being run. Katigan asked and received clarification from McCleod that the correct figure is in the *FY24 YTD Expenses & Encumbrances* column.



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Chair Robison motioned to accept report with amendment to reflect the corrected amounts for actual expenses and encumbrances in the *FY24 Budget to Expense Variance Explanation* column and Katigan seconded. Votes were as follows: Chair Robison, yes; Vice Chair Gray, yes; Ferate, yes, Katigan, yes; Lively, absent; Smith, yes; Sutter, absent. Motion passed.

4. Library Services and Technology Act (LSTA) projects and updates
  - a. Consideration and possible acceptance of status reports for FFY 2022 LSTA Projects .23  

Vice Chair Gray made motion to accept and Ferate seconded. Votes were as follows: Chair Robison, yes; Vice Chair Gray, yes; Ferate, yes, Katigan, yes; Lively, absent; Smith, yes; Sutter, absent. Motion passed.
  - b. Consideration and possible acceptance of status reports for FFY 2023 LSTA Projects .24  

Ferate made motion to accept and Vice Chair Gray seconded. Votes were as follows: Chair Robison, yes; Vice Chair Gray, yes; Ferate, yes, Katigan, yes; Lively, absent; Smith, yes; Sutter, absent. Motion passed.
5. American Rescue Plan Act (ARPA) projects and updates
  - a. Consideration and possible acceptance of status reports for ARPA Projects ..... 25  

Ferate made motion to accept and Vice Chair Gray seconded. Votes were as follows: Chair Robison, yes; Vice Chair Gray, yes; Ferate, yes, Katigan, yes; Lively, absent; Smith, yes; Sutter, absent. Motion passed.
6. Public comment
  - a. No public comments.
7. Director's Report
  - a. Agency Activity Report from August 1, 2023 through November 30, 2023 ..... 26  

See attached report.
  - b. ODL Staff Service Recognitions



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Director Currie recognized Jan Davis, Administrative Archivist, who is retiring after 15 years with the agency.

8. Consideration and possible action on Agency Organizational Chart Updates..... 36

Vice Chair Gray made motion to approve and Smith seconded. Votes were as follows: Chair Robison, yes; Vice Chair Gray, yes; Ferate, yes, Katigan, yes; Lively, absent; Smith, yes; Sutter, absent. Motion passed.

9. Discussion and possible action to enter into Executive Session under 25 O.S. Section 307 (B)(1) for the purpose of discussing the annual performance review for employment, hiring, appointment, promotion, demotion, disciplining or registration of the Director of the Oklahoma Department of Libraries

a. Vote to enter executive session

Ferate made motion to enter executive session and Vice Chair Gray seconded. Votes were as follows: Chair Robison, yes; Vice Chair Gray, yes; Ferate, yes, Katigan, yes; Lively, absent; Smith, yes; Sutter, absent. Motion passed. Entered executive session at 10:46am.

b. Vote to return to open session

Vice Chair Gray made motion to return to open session and Ferate seconded. Votes were as follows: Chair Robison, yes; Vice Chair Gray, yes; Ferate, yes, Katigan, yes; Lively, absent; Smith, yes; Sutter, absent. Motion passed. Returned to open session at 10:58am.

c. Possible action on matters discussed in executive session

Chair Robison stated the only matter discussed in executive session was the performance review of Director Currie. Chair Robison stated that while typically the reviews of any employee are confidential, Director Currie has given the Board permission to divulge that she has an excellent review this year. There are several comments from members of the Board this year, who will remain anonymous, but will be read into the minutes. They are as follows: "Our director is doing an excellent job." "Natalie is sharp, and passionate in her role, she demonstrates a high degree of professionalism and always presents herself and the department well." "Natalie Currie



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has been a force for good at the Oklahoma Department of Libraries. She is efficient, professional, and dedicated. It has been a delight to work with Natalie, and I have every confidence in her continued success.”

10. Discussion and possible action on performance evaluation process for the Director of the Oklahoma Department of Libraries

Ferate reported she researched the evaluation process for Directors of state agencies and found that most state agencies have eliminated a self-evaluation. She stated some have the Director create a timeline and highlight successes for each month and the agency’s HR uses the information to create an evaluation rubric. Ferate stated the Governor’s Office confirmed it is an agency HR task. Director Currie will investigate this further and have an update at the next Board meeting.

11. State Aid for Fiscal Year 2023

- a. Overview of process used to determine State Aid eligibility .....39

State Data Coordinator and Consultant Sadie Bruce from the Library Development Office gave a presentation on the Annual Report and the State Aid process. Libraries determined to not meet State Aid requirements may submit an appeal to the ODL Board within two weeks of receiving notification.

- b. Consideration and possible action on appeal from the Walters Library which was determined not to qualify for State Aid for SFY 2023 based on OAC 405:25-1-3(2)(B)(ii) ..... 50

Chair Robison stated that the Walters Library was determined to be ineligible for State Aid based on the library not meeting the minimum number of operating hours stipulated in the Administrative Rules for most of the year. Chair Robison asked for the actual time violation. Director of Services to Libraries Ashley Welke referenced OAC 405:25-1-3(2)(B)(ii): based on their population size of at least 2,000 but less than 5,000, the requirement is to be open at least 30 hours per week, to include 2 hours after 5pm each week, and weekend hours are recommended. Director Welke confirmed libraries are not disqualified if they are not open on the weekend. However, in Walter’s case, not meeting the minimum requirement of at least two hours after 5pm each week puts them in the ineligible category. Chair Robison asked if there was only one employee at Walters and Welke confirmed that the practice is common in very rural communities.



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Vice Chair Gray asked to be reminded about the first State Aid appeal last year by Anadarko and Director Currie gave details. Assistant Attorney General Madalynn Martin advised the Board to consider each case in facts and circumstances as they are brought to them.

Chair Robison stated ODL had done its due diligence to notify the library about the requirement. Vice Chair Gray asked whether the ODL Board could establish and utilize a probationary period for libraries instead of withholding State Aid. At 11:45am Maren Lively entered the room. Chair Robison asked if using a probationary period would require legislative action. Assistant Attorney General Madalynn Martin clarified it would likely require establishing authority for the Board to utilize that pathway through the Administrative Rules process. Current authority for that action does not exist in the Administrative Rules. Walters Public Library Director Desiree Drattlo was present via Zoom. She confirmed that ODL staff did their due diligence in communicating with the library as they do each year.

Smith made a motion to affirm the decision of the Department of Libraries to declare Walters Public Library ineligible for the State Fiscal Year 2023 State Aid award and Ferate seconded. Votes were as follows: Chair Robison, yes; Vice Chair Gray, yes; Ferate, yes; Katigan, yes; Lively, abstain; Smith, yes; Sutter, absent. Motion passed.

- c. Consideration and possible action on appeal from the Apache Library which was determined not to qualify for State Aid for SFY 2023 based on OAC 405:25-1-3(3)(A).  
.....52

The Apache Library was determined to be ineligible for State Aid due to not submitting the annual report by the deadline as dictated by the Administrative Rules. Chair Robison stated that the Department made the correct decision to recommend denial based on the facts and demonstrated working with Apache right up until the last minute.

Consultant Bruce stated she and another consultant had stayed late and spent three hours assisting the Apache Director with the report on the day it was due and received verbal confirmation from the Director they had hit the submit button. However, the report was not submitted. Consultant Bruce stated she went to visit Apache in person approximately two weeks later to consult with the new Director, who was unaware the report had not been submitted, and the new Director did so the next day. Katigan asked if Apache would have qualified had they submitted in time, and Consultant Bruce affirmed.



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Discussion among the board members included the similarities between Apache’s situation and Anadarko’s last year, the impact of one person’s failure to hit submit, and consideration that granting exceptions may set a standard for disobeying the Administrative Rules. Vice Chair Gray stated that this is not a large problem, it is a unique instance, and Assistant Attorney General Madalynn Martin explained looking at specific facts and circumstances makes it not arbitrary. Vice Chair Gray asked the board to consider overturning Department’s decision to deny State Aid to Apache, despite procrastination.

Lively made a motion to reverse the decision of the Department of Libraries and approve eligibility for State Fiscal Year 2023 State Aid funding for the Apache Library. The vote was seconded by Vice Chair Gray. Votes were as follows: Chair Robison, yes; Vice Chair Gray, yes; Ferate, yes, Katigan, yes; Lively, yes; Smith, yes; Sutter, absent. Motion passed.

- d. Consideration and possible action on appeal from the Ada Library which was determined not to qualify for State Aid for SFY 2023 based on OAC 405:25-1-3(2)(B)(iv) ..... 54

The Ada Library was determined to be ineligible for State Aid based on the library not meeting the minimum number of hours required in the Administrative Rules for most of the year. Director Currie recognized Jolene Poore, Director of the Ada Public Library to speak to the specifics of Ada’s situation. Poore said the City of Ada reduced hours significantly for all their public facilities during COVID, and that she continuously advocated to extend hours back to 7:00 pm. The library was granted that authorization on August 13, 2023. To mitigate fewer operating hours, Poore secured a locker system through ARPA funds and staff implemented a “door dash system” to deliver things in a safe environment.

Chair Robison asked what the amount of shortfall on hours was for their population. Consultant Bruce reported for Ada’s population size, they needed to be open 50 hours per week, and they were open 49 for all but six weeks of the year. Chair Robison clarified that the City of Ada did not permit the library to be open more than that and Poore confirmed.



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Director Currie shared that the COVID public health emergency expired on May 11, 2023, and the period for evaluating for State Aid is July 1, 2022 - June 30, 2023. Chair Robison said Oklahoma’s State of Emergency was not in effect, but Federal was.

Vice Chair Gray stated the decision by the Department to deny Aid was correct by following the rules, but acknowledged the library was prevented from being opened by the City. Poore confirmed and said they approached the city multiple times and told the city they wanted to open as soon as possible. Consideration was given for the amount of State Aid Ada would receive if granted and what it would be used for.

Chair Robison made a motion to reverse the decision of the Department of Libraries and approve eligibility for the Ada Public Library for the State Fiscal Year 2023 State Aid award and was seconded by Vice Chair Gray. Votes were as follows: Chair Robison, yes; Vice Chair Gray, yes; Ferate, yes, Katigan, yes; Lively, yes; Smith, yes; Sutter, absent. Motion passed.

- e. Consideration and possible action on appeal from the Texhoma Library which was determined not to qualify for State Aid for SFY 2023 based on OAC 405:25-1-3(2)(E) .  
..... 56

The Texhoma Library was determined ineligible for State Aid because the library did not offer programming to anyone under the age of 18 during FY23. Ferate asked how long Texhoma has not provided programing for anyone under the age of 18. Consultant Bruce replied this is the first year they couldn’t manage it and they have offered a program geared toward youth in the new fiscal year. Chair Robison asked if they only had to have one event in the entire year, and Consultant Bruce affirmed. Katigan asked if someone other than their librarian had been notified that they had not had a youth program. Consultant Bruce replied their Board told Bruce that they were doing their best to keep the library open during staff health challenges.

Discussion among the ODL Board members included the importance of libraries offering at least one program for youth under 18 per year, the number of staff available to perform these duties, and the unique staffing challenges at Texhoma. Consultant Bruce had been in contact with the Texhoma Board throughout the year to help them through their staffing issues. Discussion continued around the responsibility of the Board to ensure a program is offered and whether the city and the Board could have met this requirement.





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Vice Chair Gray made motion to affirm the decision of the Department of Libraries to deny State Aid eligibility to Texhoma Library for the State Fiscal Year 2023 award and was seconded by Lively. Votes were as follows: Chair Robison, yes; Vice Chair Gray, yes; Ferate, yes, Katigan, yes; Lively, yes; Smith, yes; Sutter, absent. Motion passed.

- f. *Possible action to take a one-hour recess to prepare State Aid formula based on results of 11b, 11c, and 11d pursuant to 25 O.S. 2021, Sections 304(6) & 311(A)(11)*

Chair Robison moved that the Board be adjourned for a one-hour recess and return to the ODL South Conference Room at 1:41pm. Recording was paused while in recess.

Chair Robison called the Board to order and roll was re-called at 1:41pm as follows: Jim Robison, present; Steven Gray, present; Kristen Ferate, present; Audrey Katigan, present; Maren Lively, present; Ronda Smith, present; Teresa Sutter, absent; Natalie Currie, present.

- g. *Consideration and possible approval of formula for SFY 2023 State Aid Grants for Public Libraries – State Aid formula supporting documents were distributed to all in person during the meeting, shared via the Zoom chat for online attendees, and included at the end of these minutes.*

Director Currie stated the formula reflects the decisions of the board an hour ago with Walters and Texhoma ineligible and Ada and Apache eligible. She acknowledged five additional libraries did not qualify for State Aid and those libraries chose to not go through the appeals process. As is the case with all libraries not determined not to be eligible for State Aid, multiple attempts were made by consultants to get information and to ensure the local library boards and municipalities know the consequences of not meeting requirements.

Vice Chair Gray made a motion to accept the formula and it was seconded by Ferate. Votes were as follows: Chair Robison, yes; Vice Chair Gray, yes; Ferate, yes, Katigan, yes; Lively, yes; Smith, yes; Sutter, absent. Motion passed.

12. **New Business.** This business, in accordance with Oklahoma Statutes, Title 25 § 311(A)(9) is limited to any matter not known about or which could not have been reasonably foreseen prior to the time of posting this agenda.

No new business



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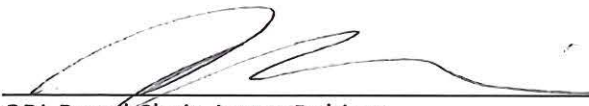
13. Adjournment at 1:50pm

ODL Board members are asked to notify Natalie Currie at (405) 522-3215 or [natalie.currie@libraries.ok.gov](mailto:natalie.currie@libraries.ok.gov) if you will be unable to attend this meeting.

**Next ODL Board Meeting: Friday, March 8, 2024 at 10 AM**

Date minutes approved by the Board 6/14/2024

  
\_\_\_\_\_  
ODL Director, Ex Officio Secretary, Natalie Currie

  
\_\_\_\_\_  
ODL Board Chair, James Robison