

Minutes
Oklahoma Department of Libraries
ODL Board of Directors
December 13, 2019
10:00 a.m.
South Conference Room

Chair Phil Moss called the meeting to order at 10:00 a.m. and asked for roll call. Board members present: Robert Dace, Lee Denney, Mary Shannon, Vice Chair Cynthia Vogel and Melody Kellogg, Secretary. Absent: Jana Barker and Annabeth Robin.

Guests and staff members present: Connie Armstrong, Joe Ashbaker from the Office of the Oklahoma Attorney General, Melissa Askew, Cynthia Black, Mary Chris Barth, Holly LaBossiere, Adrienne Butler, Christine Chen, Natalie Currie, Kristi Howes, Marcia Hull, Sam Johnson, Vicki Mohr, Cindy Mooney, Wendy Noerdlinger, Fara Taylor, Judy Tirey and Bill Young.

In conformity with the Oklahoma Open Meeting Act, advance notice of the 2019 regularly scheduled meetings was transmitted to the Oklahoma Secretary of State in December, 2018, and public notice of this meeting, together with the agenda, was posted on December 10, 2019 at 9:25 p.m. in prominent public view on the glass exterior walls of the Allen Wright Memorial Library Building, 200 NE 18 Street, Oklahoma City.

Chair Moss asked for consideration of the minutes for the August 23, 2019 board meeting. Shannon moved to approve the minutes, seconded by Denney. Votes were as follows: Dace, yes; Denney, yes; Chair Moss, abstain; Shannon, yes; Vice Chair Vogel, abstain. Absent: Barker and Robin. The motion passed and the minutes were approved.

There were no public comments.

State Aid Grants to Public Libraries for Fiscal Year 2019

Kellogg asked for an overview of the process determining State Aid eligibility from Vick Mohr, administrator of ODL's Office of Library Development. Mohr explained the timeline provided to the libraries. The library consultants at ODL assist their assigned libraries with the annual report submissions and are responsible for reviewing those submissions. Municipal Libraries are required to file their annual reports before August 15, 2019. System Libraries have until October 1, 2019.

All annual reports are checked for accuracy for Maintenance of Effort (MOE) by Mohr who makes the final recommendation to the Director on state aid eligibility. On November 1, 2019, letters of denial were prepared and mailed. Three letters are written for each library and sent to the city manager or mayor, library director and library board chair. The deadline for libraries to appeal to the ODL Director was November 15, 2019.

Seven libraries were deemed ineligible to receive State Aid for FY2019 and sent letters detailing why: Bartlesville, Chandler, Crescent, Kaw City, Laverne, Sapulpa, and Talala. Letters appealing the agency decision were received from four of the seven communities: Chandler, Sapulpa, Crescent, and Laverne.

Appeal letters were reviewed and it was determined that two of the four libraries provided sufficient evidence for reversal of the original denials: Chandler and Sapulpa. The appeals from Crescent and Laverne were upheld. The opportunity to appeal directly to the Oklahoma Department of Libraries Board was made available. Communication was received from Crescent and Laverne stating they would appeal at the December 13, 2019 ODL board meeting.

Denney said the libraries are such a heartbeat to small rural communities that it would be a hardship for them not to receive state aid. Mohr agreed that it's very difficult for the rural libraries; unfortunately, ODL has to assure that the State Aid Rules and Regulations are followed. Vogel said looking at the 2% rule variance seems to be immaterial, because receiving State Aid makes all the difference in the world to the smaller rural libraries. Denney said we must strive to ensure that rural libraries can survive. Kellogg suggested the ODL board members may want to consider modifications to the State Aid Rules and Regulations for the future.

Chair Moss invited the Superintendent of the Town of Laverne, Mary Chris Barth, to comment on the filed appeal. Barth explained that she understands given the current guidelines why Laverne did not receive State Aid for FY2019. Barth said she hopes as time moves forward that some structure may be put in place to assist towns with new board members and administrators that have inherited negative situations that impact the town.

Barth said her first priorities as Superintendent were to ensure the town had water and electricity. The water wells have been rehabilitated, the sewer lift stations are back to 100% and the town has rebuilt the electric system. Barth feels blessed to have good full-time and part-time librarians. She said Laverne wants to do what's necessary to reestablish State Aid.

Proposed executive session pursuant to 25 O.S. 307 (B) (8) for the purpose of engaging in deliberations or rendering a final or intermediate decision in an individual proceeding pursuant to Article II of the Administrative Procedures Act.

Chair Moss asked for a motion to propose going into executive session pursuant to 25 O.S. 307 (B) (8) for the purpose of engaging in deliberations to Article II of the Administrative Procedures Act. Shannon moved to approve, seconded by Denney. Votes were as follows: Dace, yes; Denney, yes; Chair Moss, yes; Shannon, yes; Vice Chair Vogel, yes. Absent: Barker and Robin. The motion passed to go into executive session.

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

Chair Moss asked for a motion to come out of executive session. Denney moved to return to open session, seconded by Dace. Votes were as follows: Dace, yes; Denney, yes; Chair Moss, yes; Shannon, yes; Vice Chair Vogel, yes. Absent: Barker and Robin. The motion passed to return to open session.

Chair Moss offered a motion that the Administrative decision be affirmed by the ODL board denying the appeal from the Town of Laverne. Shannon seconded the motion. Votes were as follows: Dace, yes; Denney, abstain; Chair Moss, yes; Shannon, yes; Vice Chair Vogel, yes. Absent: Barker and Robin. The motion passed and the Administrative decision was affirmed.

Chair Moss asked if there was anyone to represent the City of Crescent. Kellogg said the Crescent City Manager had a conflict with his schedule and would not be able to attend the meeting. There was no request for a continuance.

Kellogg explained the reason Crescent did not qualify to receive State Aid is because they did not provide bibliographic access to their collection. Libraries are required to keep information available in some kind of an inventory, typically called a catalog. The information is needed for a customer or staff person to identify or locate items on the shelves. In Crescent's case, there's an online catalog program through LibrarySoft, but it's not fully utilized. Vogel asked if Crescent claimed to have an operational catalog system last year and if they were eligible to receive State Aid. Mohr said Crescent's annual report indicated they had a fully functional system and they were awarded State Aid last year.

Chair Moss asked for a motion that the Administrative decision be affirmed by the ODL board denying the appeal from the City of Crescent. Shannon moved to affirm the Administrative decision. Dace seconded the motion. Votes were as follows: Dace, yes; Denney, abstain; Chair Moss, yes; Shannon, yes; Vice Chair Vogel, yes. Absent: Barker and Robin. The motion passed and the Administrative decision was approved.

Consideration and possible vote on formula for state aid for public libraries

Kellogg presented the State Aid Formula distribution for SFY2019 using scenario one, which allows all libraries eligible for State Aid to receive a minimum of \$1,306 in per capita aid. The square mileage amount comes to \$6.31 for each public library system and municipal libraries. The per capita amount is \$0.2650718 for individuals living in the service area. For counties with more than one library, the square mileage amount will be divided proportionately.

Chair Moss asked for a motion that the board approve the proposed State Aid formula in scenario one. Vogel moved to approve the formula in scenario one, seconded by Shannon. Votes were as follows: Dace, yes; Denney, yes; Moss, yes; Shannon, yes; Vogel, yes. Absent: Barker and Robin. The motion passed to approve the formula in scenario one for State Aid FY2019.

Consideration and possible vote to limit SFY2019 initial State Aid Grant to 90 percent of estimated total award with the balance to be paid based on available funds before the end of SFY2020.

Kellogg made the recommendation to continue the practice of initially awarding 90 percent of the estimated State Aid with a ten percent balance to be paid at the end of the SFY2020 based on funding.

Chair Moss made a motion to limit the initial State Aid Grants to 90%, seconded by Vogel. Votes were as follows: Dace, yes; Denney, yes; Moss, yes; Shannon, yes; Vogel, yes. Absent: Barker and Robin. The motion passed to approve the 90% limit for initial State Aid Grants.

Director's Report and Division Activity Reports

Chair Moss and Kellogg presented the following staff with commemorative pins and certificates for their years of service with the State of Oklahoma: Connie Armstrong, 25 years; Cynthia Black, 15 years; David Hankey (not present), 15 years; Judy Tirey, 15 years; and Samuel Johnson, 5 years. Congratulations to all of you!

Kellogg welcomed Brandi Love as the new Administrative Assistant in Archives and Records Division. Also, Ronni Pott has joined the Literacy division as a contract employee. Kellogg reported that ODL will be losing Business Manager Kristi Howes. Kristi has been with the agency for 23 years and she'll be sadly missed by all. We wish her the best!

Kellogg said ODL has postponed the Edge program because ODL was not able to negotiate a reduced price for the statewide subscription this year. Kellogg mentioned that Edge Consultant Amy Brandley resigned on November 15.

Connie Armstrong, Vicki Mohr, and Fara Taylor reported on the 2019 Oklahoma Book Festival that was held September 20 at the Boathouse District in Oklahoma City. An estimated crowd of 4,000 showed up in the rain and wind to hear 117 of the nation's best authors, illustrators, and poets. The book festival headliner was television journalist Scott Pelley, who talked about his book *Truth Worth Telling*. Library sponsors for the event included the Pioneer Library System, Southern Oklahoma Library System, Metropolitan Library System, and the Watonga Public Library. Other sponsors included the Institute of Museum and Library Services, Laurie Williams, the Friends of the Oklahoma Center for the Book, the Oklahoma History Center, the Oklahoma City Community Foundation, the Kirkpatrick Foundation, Walmart, Jane Jayroe Gamble, Frank Keating, 110 Events, Love's, Gene Rainbolt, Full Circle Books, Herman and LaDonna Meinders, and the Muskogee (Creek) Nation. The festival also featured entertainers, children's crafts, a poetry stage, and food trucks.

Denney asked if there was a date yet for the 2020 Oklahoma Book Festival. Kellogg said the results of the event were fantastic, but it takes a tremendous amount of resources. ODL does not have the staff nor the capacity to continue leading this project. The agency is considering other possible avenues and is hopeful to have a lot of the issues flushed out before the next board meeting.

Acceptance of the FY2020 Budget to Actuals Report through November 30, 2019.

Kellogg explained the FY2020 Budget to Actuals Report through November 30, 2019. Encumbrances are included in the report, which makes it appear as if the agency has spent more than expected for this time of the year. In actuality, the agency has spent less than 50 percent. This is necessary to ensure cash is available for State Aid disbursements in the last half of the year.

Chair Moss asked for a motion that the board accept the FY2020 Budget to Actuals Report. Shannon moved to approve, seconded by Vogel. Votes were as follows: Dace, yes; Denney, yes; Moss, yes; Shannon, yes; Vogel, yes. Absent: Barker and Robin. The motion passed to approve the FY2020 Budget to Actuals Report.

Reconsideration of and possible action on ODL Budget Request for FY2021

Kellogg said ODL was presented with nearly a \$55,000 increase in Information Services cost for FY2021 six days prior to the budget request being due and after the board had met to approve the original budget request. The budget request has been revised putting the \$54,900 Information Services from OMES at the top. All other funding requests remain the same.

Chair Moss asked for a motion to approve the reconsideration of the ODL Budget Request for FY2021. Shannon moved to approve, seconded by Vogel. Votes were as follows: Dace, yes; Denney, yes; Moss, yes; Shannon, yes; Vogel, yes. Absent: Barker and Robin. The motion passed to approve the reconsideration of ODL Budget Request for FY2021.

Consideration of appointments to the Public Library Advisory Board

Chair Moss asked for motion to approve the recommended appointments to the Public Library Advisory Board. Denney moved to approve, seconded by Dace. Votes were as follows: Dace, yes; Denney, yes; Moss, yes; Shannon, yes; Vogel, yes. Absent: Barker and Robin. The motion passed to approve appointments to the Public Library Advisory Board.

Action on proposed changes to Administrative Rules – Title 405. Oklahoma Department of Libraries

Kellogg mentioned the need to increase the capitalization limit for equipment in the 405:10-5-2 requirement of annual public library audits and inventories. The recommendation is to increase the limit from \$100 to \$1,000. In addition, the agency recommends elimination of certain fees because these services are no longer being offered. Also, the agency no longer provides mailing labels.

Chair Moss asked for motion to approve action on proposed changes to Administrative Rules – Title 405. Denney moved to approve, seconded by Shannon. Votes were as follows: Dace, yes; Denney, yes; Moss, yes; Shannon, yes; Vogel, yes. Absent: Barker and Robin. The motion passed to approve action on proposed changes to Administrative Rules – Title 405.

Consider approval of proposed 2020 Board meeting schedule

Chair Moss moved to approve the proposed ODL board meeting schedule for 2020, seconded by Denney. Votes were as follows: Dace, yes; Denney, yes; Moss, yes; Shannon, yes; Vogel, yes. Absent: Barker and Robin. The motion passed to approve ODL 2020 Board meeting schedule.

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

Chair Moss moved to go into executive session pursuant to 25 O.S. 307 (B) (1) to discuss the appointment and confirmation of the Deputy Director, seconded by Denney. Votes were as follows: Dace, yes; Denney, yes; Chair Moss, yes; Shannon, yes; Vice Chair Vogel, yes. Absent: Barker and Robin. The motion passed to go into executive session.

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

Chair Moss asked for a motion to come out of executive session. Denney moved to return to open session, seconded by Shannon. Votes were as follows: Dace, yes; Denney, yes; Moss, yes; Shannon, yes; Vogel, yes. Absent: Barker and Robin. The motion passed to return to open session.

Kellogg announced the appointment of Natalie Currie as the Deputy Director starting at an annual salary of \$70,000, effective January 6, 2020. Kellogg said Natalie is a very empathy-driven and principled leader. She is passionate about working with the state's libraries and being back at ODL.

Chair Moss moved to confirm the appointment of Natalie Currie as the Deputy Director at ODL, seconded by Denney. Votes were as follows: Dace, yes; Denney, yes; Moss, yes; Shannon, yes; Vogel, yes. Absent: Barker and Robin. The motion passed to confirm the appointment.

There being no additional business, Chair Moss announced adjournment.

The next ODL Board meeting is scheduled for March 13, 2020 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, OK 73105.

Melody A. Kellogg, Secretary