



OK-ACRL Meeting
February 13, 2025
1:30 p.m. - 3:00 p.m.
Location: Online via Zoom

Present:

Amanda Schilling (she/her), President
Sarah Burkhead Whittle (she/her), Past President
Matt Upson (he/him), Vice-President/President Elect
Grant Jones (he/him), Treasurer
Casey Lowry (she/they), Web Manager
Bethie Seay (she/they), Secretary
Emrys Moreau (she/her), Development Coordinator
Ona Lou Britton-Spears (she/her), Board Member at-large
Risa Jensen-Jones (she/they), Board Member at-large
Zane Ratcliffe (she/they), Board Member at-large

Absent:

Caitlin Cundiff (she/her), COIL Chair

Call to order at 1:33 p.m.

Agenda item	Discussion	Tasks	Person responsible	Due date
Approval of the January meeting minutes	A motion (Risa) and a second (Ona) were made to approve the January minutes. The motion passed.			
Reports				
COIL Chair	COIL will meet on February 24th. No other updates.			
Treasurer	<p>Treasurer report available in Google Drive.</p> <p>Report highlights:</p> <ul style="list-style-type: none"> • Total balance: \$12,502.04 • Checking balance: \$7,421.93 <ul style="list-style-type: none"> ○ Deposits: \$0 ○ Withdrawals: \$0 • Endowment savings balance: \$5,080.11 <ul style="list-style-type: none"> ○ Deposits: \$0 ○ Withdrawals: \$0 ○ Interest accrued: \$1.50 <p>Grant is looking into the best options for getting a business debit card or credit card through BOK. More information will come after meeting with BOK.</p> <ul style="list-style-type: none"> • Emrys liked the idea of getting a debit card instead of a credit card, because it can remain in the organization's name and not an individual's. Sarah agreed. <p>The BOK account is now in Grant's name, and old names have been removed.</p> <p>Alternative donation methods to paypal (like cashapp or zelle) are being looked into.</p>	<p>Set up debit card meeting with BOK*</p> <p>Explore alternative donation methods*</p>	*Grant	

Agenda item	Discussion	Tasks	Person responsible	Due date
Endowment Chair	Endowment report available in Google Drive. Report highlights: <ul style="list-style-type: none"> Balance: 5,080.11 Paypal: \$27.93 Candid (previously Guidestar) recertified us with a silver badge for 2025. No updates on the BOK grant application.			
Web Manager	Contact info has been updated on the website. Email forwarding addresses have been confirmed and updated. Casey will discuss Facebook with Karl soon.	Facebook discussion*	*Casey	
Old Business				
Archivist	Andy Taylor “would be honored” to continue as OK-ACRL Archivist. A motion (Bethie) and a second (Matt) were made to appoint Andy Taylor as Archivist for another 3-year term. The motion passed.			
ACRL Roster	Email was sent to ACRL to update our Board’s roster.			
OLA Conference	Booth has been obtained. Exhibitor prospectus and booth volunteer sheet available in Google Drive. Amanda will bring the Tub of Stuff for the booth. <ul style="list-style-type: none"> Scholarship Bash: in previous years, participants could collect items from exhibitor booths to compete at the bash. Amanda will reach out to OLA to see if we need to have horse-related items to give out. 	Confirm OLA horse-related handouts*	*Amanda	*ASAP

Agenda item	Discussion	Tasks	Person responsible	Due date
	<ul style="list-style-type: none"> Door prizes: Sarah noted that we previously contributed to door prizes and silent auction baskets (spending around \$60). Board members will discuss door prizes and/or silent auction basket options via email. 	Door prize / silent auction ideas**	**All	
Board Code of Conduct	A draft has been started. Discussion will be an ongoing process. Matt noted that the Enforcement and Accountability section of the Code of Conduct should be considered when the bylaws are being reviewed.	Continue working on draft*	*All	
Annual Conference Date	<p>Potential dates:</p> <ul style="list-style-type: none"> Nov 7: conflicts with Brick & Click, KLA conference, OLA Gold Leadership Institute Nov 14: conflicts with Core Forum Nov 21: no conflicts were identified <p>The Board agreed to set the Annual Conference on November 21st, 2025.</p> <p>Emrys and Bethie volunteered to work on save-the-dates to have at the OLA booth.</p>	Save-the-dates*	*Emrys, Bethie	*3/12
New Business				
Annual Conference	<p>Location</p> <ul style="list-style-type: none"> Previous locations: Rose State, OSU Stillwater, UCO Edmond. 2024 was hosted at TCC. Ideally, 2025 will not be hosted in Tulsa or Norman. Rose State: has updated facilities that would work well. Centrally located. OSU: has decent enough meeting facilities. 	Contact Rose State (and/or Andrew Soliven) about conference	*Casey, Risa	

Agenda item	Discussion	Tasks	Person responsible	Due date
	<ul style="list-style-type: none"> • UCO: the library doesn't have breakout room options, would need to look at the rest of campus. <p>Theme</p> <ul style="list-style-type: none"> • Brainstorming document will be sent out • Just not AI <p>Code of conduct</p> <ul style="list-style-type: none"> • Conference has not previously had a code of conduct. • The Board generally agreed that it would be a good idea, and accepting it should be a step in registration. • OLA's code might be a good starting point. Matt noted that New England's chapter of ACRL has a conference code of conduct. ACRL also has a code of conduct. Matt volunteered to take point. • Notes on accountability options for violations: <ul style="list-style-type: none"> ○ online form submissions (with an anonymous option) ○ During the conference: board members may ask individuals to leave the event. Attendees can present violations to board members. 	<p>options*</p> <p>Send theme brainstorm doc**</p>	**Amanda	
Bylaws Review	<p>A subcommittee will work throughout the year and then present to the board, to be voted on during elections in November. Amanda will head the subcommittee, with Sarah, Emrys, Risa.</p>	Email subcommittee to begin review*	*Amanda	
OLA Advocacy Committee	<p>OLA's Advocacy Committee meeting was held February 7th. Matt will attend future meetings. The discussion centered on upcoming legislation. Amanda noted that others are looking to Oklahoma to see how libraries are responding to legislation.</p>			

Agenda item	Discussion	Tasks	Person responsible	Due date
Task Forces & Sub-committees Recap	Marketing and communication: Emrys, Zane, Casey Conference code of conduct: Matt, Casey, Zane Bylaws review: Amanda, Sarah, Emrys, Risa			
Roundtable	<p>Website accessibility:</p> <ul style="list-style-type: none"> Casey noticed some accessibility issues with our website, and will begin work to improve pages and links. Substantial changes will be brought to the Board beforehand. <p>Listserv:</p> <ul style="list-style-type: none"> Amanda asked how the listserv has been used. Anyone who is a member of the listserv can post (job listings, event announcements, etc.). Approval requests are sent to the Web Manager. Casey should check with Karl to make sure that they, Amanda, and Matt are listed. The Board listserv has had issues with reliability in the past. Addresses need to be updated. 	Update board listserv*	*Casey	
Next board meeting	March 27th at 1:30 p.m. via zoom.			

Adjourned at 2:51 p.m.

Submitted by
Bethie Seay, OK-ACRL Secretary
February 13, 2025