![Oklahoma ACRL Chapter logo]

OK-ACRL Meeting
April 10, 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
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
Caitlin Cundiff (she/her), COIL Chair
Risa Jensen-Jones (she/they), Board Member at-large
Zane Ratcliffe (she/they), Board Member at-large

Absent:
Matt Upson (he/him), Vice-President/President Elect

Call to order at 1:30 p.m.

Agenda item	Discussion	Tasks	Person responsible	Due date
Approval of the March meeting minutes	A motion (Ona) and a second (Caitlin) were made to approve the March minutes. The motion passed.			
Reports				
COIL Chair	Tentative location: Rogers State University Tentative date: July 24th, 2025 If COIL leadership agrees, they will move forward with booking. Several COIL members would be happy to be involved with the Oklahoma Academic Libraries Peer Instruction Network and will be emailing Courtney Oliphant.			

Treasurer	Treasurer report available in Google Drive.
	Report highlights:
	● Total balance: $12,469.58
	● Checking balance: $7,296.93
	  ○ Deposits: $0.00
	  ○ Withdrawals: $89.67 (transferred to savings)
	● Endowment savings balance: $5,172.65
	  ○ Deposits: $89.67 (donations)
	  ○ Withdrawals: $0.00
	  ○ Interest accrued: $1.51
	Grant has been looking at donation options, including Snowball and Stripe. They seem very similar to Paypal. Paypal might still be the easiest option. Grant will continue investigating.
		Donation options*	*Grant	

Endowment	Endowment report available in Google Drive.			

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Chair	Report highlights: ● Balance: $5,172.65 ● Paypal: $0.00 Emrys is looking at adding Grant to the Paypal account and transferring ownership to him. Emrys would remain on the account just as an additional user.	Paypal account transfer*	*Emrys, Grant	
Web Manager	COIL website: ● Casey now has access to the COIL website. The primary admin account for the COIL site is attached to the OKACRL gmail, which would explain the prior update email notices. Amanda agrees it's fine to leave as is, to keep notifying the President of updates. Facebook: ● Casey successfully got full access to the Facebook page. ● Amanda and Matt were added.			
Old Business				
Password Sharing for Board Changes	Casey created a Bitwarden account with the Web Manager email address. The free version will only allow one other person to be added to the shared collection, so the President's account was added. If we want to add more users, it would require a paid account. ● Board agreed that having the Web Manager and President is enough and we should continue with a free account for now. ● Web Manager and President will have their own Bitwarden account/login. The collection of individual			

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	account info and logins will be placed in a shared collection. ● Casey will continue adding login credentials to the collection. Historical context: Board roles each had their own documents with login info. This is especially helpful for security with Treasurer accounts that should not be shared. ● Board members should consider if they want to use the same method going forward or if they want to create role-specific Bitwarden accounts/collections. ● Grant mentioned that the Treasurer transfer from Ashley was easy except for cumbersome file transfers. Bitwarden might be easier.	Continue adding Bitwarden logins*	*Casey	
Google Workspace	Casey tested how our current email setup would affect a move to Google Workspace. ● The test used the Digital Services Interest Group (which is currently unused) but was unsuccessful because the domain is registered with a different host. In order to use Google Workspace, we would have to stop using our current email setup. Benefits to moving: we would have access to gmail and a separate Drive for each account/Board role. ● Since we just use a listserv and not an individual mailing list, we do not need to send emails out directly from Board email addresses.			

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	● Casey is not convinced that we need Google Workspace. The work involved (and service disruption) would not be worth it. Board agreed. Casey will go ahead and add the admin login to Bitwarden for the Google Workspace in case it is ever needed. Nothing else needs to be done.			
Annual Conference	Location options: ● Rose State Community Learning Center: Auditorium + 3 classrooms = $775. ● OCCC: Ann Raia can reserve the rooms for free if they are co-hosting, one large room w/capacity of ~75, three smaller classrooms across the hall. Photos might be helpful if size is a concern. Last year's attendance was around 65 people. Parking is free, and Fridays don't have many classes. Theme ideas ● Open [access, data, educational resources, science, ect.] / accessibility / inclusive design; "Libraries serving everyone", "Libraries for all", "Libraries are for everyone - making our libraries open, accessible, and inclusive" ● Accessibility would be a good focus with the Title II changes coming. We could try to get multiple sessions or a panel. ● Marketing it as "libraries for all" or something similar would allow us to include a wide variety of content. More specific ideas will be added to the document and voted on by email.	Get photos of OCCC* Specific theme ideas**	*Amanda **All Board Members	*4/14 **5/1

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	Keynote Speaker: ● [Katherine Witzig](): Casey knows and will talk to Katherine ● Suzette Chang, [Thick Descriptions](): She was a speaker at the Metadata Justice Symposium in recent years. Casey could ask Shay Beezley about getting in touch. ● Board will decide which keynote speaker to contact after the theme is voted on. Date: November 21st Code of Conduct: ● In progress. Sub-committee: Matt, Zane, Casey	Theme email vote[+]	[+]Amanda, All	[+]5/8
New Business				
OneNet Zoom Account	Casey received an email from OneNet: the way they handle Zoom accounts is changing. It appears that OneNet is no longer providing the Zoom accounts for free. Onenet has negotiated discounts. We have to contact Zoom by the end of the month to tell them we still want our subscription. OLA is dealing with the same thing. ● We currently pay $15 per year. It was set to renew in July. ● Zoom has discounts and grants for nonprofits if we want to look into that. ● OneNet's negotiated rates will be looked into. ● Before the pandemic, individual institutional Zoom accounts were used. Discussion notes: We might not need a paid account just for monthly meetings. We would need a paid account for	Check OneNet Zoom discount* Check Zoom	*Amanda	*4/17

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	pre-conference virtual events. An individual/institutional account could be used, but it would be nice to have a consistent account for OKACRL. Emrys notes that Zoom's Business Plan (the fanciest option) would be $95/year after the non-profit discount.	grants* Vote on Zoom option**	**All Board Members	**4/30
Annual Conference	Pre-conference events: ● Pre-conference will remain free, as it has been free in the past, with lightning rounds and/or panels. Panel on accessibility? Lightning rounds on theme as well? A spreadsheet will be created for ideas and people to contact to be on the panel. Sub-committee: Zane, Sarah, Amanda, Risa.	Panelist spreadsheet*	*Amanda	
OLA Advocacy Committee report	Amanda attended. Committee is hopeful about IMLS. Please call your legislators and ask non-librarians to call and advocate for IMLS.			
Roundtable				
Next board meeting	May 8th at 1:30 p.m. via zoom.			

Adjourned at 2:38 p.m.

Submitted by
Bethie Seay, OK-ACRL Secretary
April 10, 2025