



OK-ACRL Meeting

May 8, 2025

1:30 p.m. - 3:00 p.m.

Location: Online via Zoom

Present:

Amanda Schilling (she/her), President

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

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

Andy Taylor, Archivist

Absent:

Call to order at 1:31 p.m.

Agenda item	Discussion	Tasks	Person responsible	Due date
Approval of the April meeting minutes	A motion (Risa) and a second (Zane) were made to approve the April minutes. The motion passed.			
Archive Needs	<p>Andy Taylor attended to discuss that there needs to be a single repository for storing OK-ACRL information. There are currently physical documents in Andy’s office to be digitized, documents on the Google Drive, on the website, and in Google searches online.</p> <p>Andy will be doing research over the next few weeks for solutions to pulling everything together in one location.</p> <p>SHAREOK:</p> <ul style="list-style-type: none"> • Currently has previous conference presentations. • Who has access to SHAREOK? Andy does not. Shay should. There is a form that Shay set up for intake. • SHAREOK does not charge. • Should the archivist be permanently handling the forms and things that Shay has been doing? Amanda and Andy will reach out to Shay. <p>Google Drive:</p> <ul style="list-style-type: none"> • Another potential solution, as it already houses most of the Board’s documents, minutes, and agendas. • The scope of documents uploaded to the Drive might be expanded. • Andy will be adding digitized documents to the Drive soon, and will notify the Board if the Drive needs any 	SHAREOK with Shay*	*Amanda, Andy, loop in Casey	

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	<p>changes. Other ideas should be shared with Andy via email.</p> <p>Going forward for future conferences, all materials will be forwarded to Andy directly (handouts, reports, etc).</p> <p>If we do continue using SHAREOK, things should be consistently linked from the website instead of uploading to the website. (minutes could be linked from the Google Drive anyway, instead of uploading files, like the Kansas Library Association).</p>			
Reports				
COIL Chair	<p>2025 UnCOILed</p> <ul style="list-style-type: none"> ● Date: July 24th ● Location: Rogers State University in Claremore ● Theme: “In and Outreach in the Library” ● Proposal was sent out through COIL listserv <ul style="list-style-type: none"> ○ Preliminary deadline: June 6th 			
Treasurer	<p>Treasurer report available in Google Drive.</p> <p>Report highlights:</p> <ul style="list-style-type: none"> ● Total balance: \$12,469.58 ● Checking balance: \$7,296.93 <ul style="list-style-type: none"> ○ Deposits: \$0.00 ○ Withdrawals: \$0.00 ● Endowment savings balance: \$5,174.13 <ul style="list-style-type: none"> ○ Deposits: \$0.00 ○ Withdrawals: \$0.00 			

Agenda item	Discussion	Tasks	Person responsible	Due date
	<ul style="list-style-type: none"> ○ Interest accrued: \$1.48 <p>Donation method research: Grant thinks that Paypal will still be the easiest. Other options are similar to Paypal in relation to charges, but the process of switching platforms would not be worth it. Grant recommends staying with Paypal. Ideas and comments should be sent to Grant.</p>			
Endowment Chair	<p>Endowment report available in Google Drive.</p> <p>Report highlights:</p> <ul style="list-style-type: none"> ● Balance: \$5,174.13 ● Paypal: \$86.24 <p>Emrys will continue working to get Grant added to the Paypal account.</p> <p>Emrys got an email from Candid about free webinars for fundraising and grants, and will try to attend some.</p> <p>Board member giving rate: 40%.</p>	Add Grant to Paypal*	*Emrys	
Web Manager	Nothing major to report. Adding credentials to Bitwarden has been going well.			
Old Business				
Zoom Account	<p>Amanda talked to a Zoom rep, and is still waiting to hear back from the reseller connection. We still have two weeks (July 1st is when Zoom accounts switch to the new model).</p> <p>Amanda will need to send them a W9 and tax letters in order to get a quote.</p>	<p>Get Zoom quote*</p> <p>Generate W9**</p>	<p>*Amanda</p> <p>**Grant</p>	
Annual	Location: OCCC?			

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Conference	<ul style="list-style-type: none"> ● Amanda visited on May 8th ● The room is not as big as last year’s room at TCC, but it should still comfortably hold 60-70 people. ● There’s a lobby area directly outside the room that could be used for food tables and such. ● Three classrooms directly across the lobby from the large room would function well for breakout sessions. ● An open air classroom is also available on the main floor in the library if we need an extra breakout room. ● Cost: <ul style="list-style-type: none"> ○ Reserving the space would be free. ○ Parking would be free. ● We might consider capping registration at a certain number (like 65-70). There were 68 registrants last year. ● Food: <ul style="list-style-type: none"> ○ There is a cafeteria on campus, but offerings might be limited and it might shut down early for the weekend before Thanksgiving. ○ Catering would be another option. ○ Dine-around is also an option, but takes more time out of the schedule. ● A motion (Matt) and second (Casey) was made to approve OCCC as the location for the 2025 Annual Conference. No objections, the motion passed. <p>Theme:</p> <ul style="list-style-type: none"> ● Email voting result: “Unlocking Libraries: Expanding Access and Opportunity for All” ● There were mixed responses to using a Three 	Confirm OCCC*	*Amanda	

Agenda item	Discussion	Tasks	Person responsible	Due date
	<p>Musketeers theme. It might only be used for small references.</p> <p>Keynote speaker:</p> <ul style="list-style-type: none"> ● Katherine Witzig (ODL) ● Suzette Chang (Thick Descriptions) <ul style="list-style-type: none"> ○ Previously presented at Metadata Justice Symposium ● Board agreed to contact Suzette first to check availability, honorarium, etc. 	<p>Contact Suzette*</p> <p>Add Conf. info to website**</p>	<p>*Amanda</p> <p>**Casey</p>	
New Business				
Roundtable	Conference Code of Conduct: the sub-committee has been working on the draft . Feedback from the rest of the Board is welcomed.			
Next board meeting	June 12th at 1:30 p.m. via zoom.			

Adjourned at 2:36 p.m.

Submitted by
Bethie Seay, OK-ACRL Secretary
May 8, 2025