



OK-ACRL Meeting
September 11, 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
Risa Jensen-Jones (she/they), Board Member at-large
Zane Ratcliffe (she/they), Board Member at-large
Casey Lowry (she/they), Web Manager
Bethie Seay (she/they), Secretary
Chris Rosser (he/him), COIL Chair-Elect
Emrys Moreau (she/her), Development Coordinator

Absent:

Ona Lou Britton-Spears (she/her), Board Member at-large

Call to order at 1:33 p.m.

Agenda item	Discussion	Tasks	Person responsible	Due date
Approval of the August meeting minutes	A motion (Risa) and a second (Zane) were made to approve the August minutes. The motion passed.			
Reports				
COIL	Chris reports that COIL had positive interactions while tabling at a recent TU event.			
Treasurer	Treasurer report available in Google Drive. Report highlights: <ul style="list-style-type: none"> ● Total balance: \$12,460.99 ● Checking balance: \$7,176.33 <ul style="list-style-type: none"> ○ Deposits: \$0 ○ Withdrawals: \$0 ● Endowment savings balance: \$5,284.66 <ul style="list-style-type: none"> ○ Deposits: \$0 ○ Withdrawals: \$0 ○ Interest accrued: \$1.57 			
Endowment Chair	Endowment report will be available in Google Drive soon. Report highlights: <ul style="list-style-type: none"> ● Balance: \$5,284.66 ● Paypal: \$41.16 			
Web Manager	Casey updated the website with the link to the CFP form, and will post the keynote speaker's bio once Amanda gets it.	Get bio from Suzette*	*Amanda	

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	<p>A link to the conference page has also been added to the home page.</p> <p>The CFP was posted on Facebook. Casey scheduled a second Facebook post for September 12th. Another reminder should be sent to the listserv soon, and then again after registration opens.</p> <p>There is one proposal submission so far.</p>			
Old Business				
Bylaws, Policies, Procedures	<p>The Bylaws, Policies and Procedures, and Board Code of Conduct are now stored in a new Google Drive folder, GoverningDocuments.</p>			
Annual Conference	<p>Keynote (Suzette Chang):</p> <ul style="list-style-type: none"> ● Matt and Amanda recently met with Suzette to discuss details. ● She agreed to be paid by check at the conference. ● Suzette wants to focus her keynote talk on AI within the context of the conference theme. <p>Sponsors:</p> <ul style="list-style-type: none"> ● No word from OU Libraries (Denise Stephens) yet ● SLIS should be contacted after registration costs are decided. June Abbas is the Dean, but Sarah Moran would be better to contact. 	<p>Follow up with Dean Stephens*</p> <p>Contact SLIS*</p>	*Amanda	

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Google Drive Backup	<p>Amanda wants to avoid files being accidentally deleted from the Google Drive. Casey thinks the best option for creating a backup would be an external hard drive.</p> <ul style="list-style-type: none"> ● The External Drive will be kept by the Web Manager and be updated monthly. ● Amanda will look into options to buy, and will email the Board members to collect a vote for purchase approval. <p>Andy Taylor might already use an external drive.</p>	<p>Look into external drive options*</p> <p>Consult Andy Taylor*</p>	*Amanda	
Outstanding Service Award	The Past President is charged with organizing the award nominations. Sarah will begin in October.			
Roundtable	<p>Annual Conference registration timing:</p> <ul style="list-style-type: none"> ● Registration should open by late September. <p>Amanda will send the Code of Conduct draft to Board members for review before registration opens.</p> <p>A form will need to be created to collect anonymous reports of code violations.</p>			
Next board meeting	October 9th at 1:30 p.m. via Zoom.			

Adjourned at 2:47 p.m.

Submitted by
Bethie Seay, Secretary
September 11, 2025