



OK-ACRL Executive Board

Minutes - January 25th, 2019

In person – TCC Northeast Campus Library

Present

Andy Taylor, President
Emrys Moreau, Vice-president/President Elect
Beth Jones, Past-president
Anona Earls, Treasurer
Karl Siewert, Webmaster
Toni Hoberecht, Secretary
Jamie Holmes, Member-at-large
Kaitlyn Palone, Member-at-large
Marla Lobley, COIL chair

Absent

Erin Ridgeway, Member-at-large

The meeting was brought to order at 12:37pm.

1. Minutes from the December 2018 meeting were approved.
2. The new board members were introduced, and the bylaws were distributed. The Board was urged to read the bylaws carefully.
3. Reports
 - a. Treasurer
 - i. Emrys Moreau (2018 treasurer) provided the final 2018 report, which has been uploaded to Google Drive. Financial reports for COIL workshop and annual conference are also available on the Drive, as well as actual 2018 operating expenses and projected 2019 operating expenses.
 - ii. The Chapter's current balance is \$9,743.60.
 - iii. All financial reports are complete for 2018. The Chapter made a profit of \$605.71. See income and expenses detailed in the reports.

- iv. The Chapter had higher operating costs in 2018 since we paid a 3-year website fee.
- v. The transfer to the new treasurer will be completed today, except for Paypal. Emrys Moreau will continue to keep the paypal account in her name for the time being, since Paypal's policies make it difficult to change.
- vi. The Treasurer will work on Oklahoma sales tax exemption application.
- vii. The Treasurer will file OK-ACRL taxes as soon as the IRS website is available (the current government shutdown is a factor.)
- viii. Since a brand new credit card application is required for the new treasurer at the bank where our credit card currently resides, the Treasurer is looking at options for getting credit card through BOK, where our other accounts are.
- ix. There was discussion regarding looking into an external audit, especially since we are working on the new endowment.
- b. President-elect
 - i. President-elect Emrys Moreau (2018 webmaster) has deposited the annual webmaster report in Google Drive for 2018.
 - ii. Emrys will update the timeline of conference tasks on Google Drive.
- c. Secretary
 - i. Secretary Toni Hoberecht reported that the Google drive folders for 2019 are available for all. Webmaster Karl Siewert will add the necessary people to the folders.
 - ii. The Secretary reported that 2019 Member-at-large Scott Murray will bring a box of OK-ACRL supplies to Toni's office. This includes items such as the Chapter's coffee maker and coffee supplies.
- d. Webmaster
 - i. Webmaster Karl Siewert noted that there is a need to make explicit who's in charge of Google Drive material. The bylaws provide conflicting guidance on this matter. Similarly, the Board should spell out who is in charge of the Chapter's social media. These issues, plus the question of who is in charge of the Chapter listservs, will be addressed in the current year's bylaws revision.
- e. COIL Chair
 - i. COIL chair Marla Lobley announced the new COIL officers.
 - ii. Marla Lobley reported that COIL's bylaws changes passed, and the COIL website will be updated.
 - iii. COIL will meet on February 4 to discuss this year's COIL workshop.

- iv. Past-president Beth Jones noted that whoever is determined to be in charge of Google Drive can add a COIL folder for important COIL documents, such as their bylaws.

4. Old Business

a. Endowment

- i. The Board discussed and brainstormed processes, policies, and ideas for work on the endowment
- ii. The President will draft a 3 to 5 year plan regarding the endowment.
- iii. The Past-President attempted to contact the GiveSmart account people so that we could establish our Chapter's non-profit profile, with no success. The President will follow up.
- iv. There was discussion about endowment donations from board members
 - 1. Board members should not feel pressured to donate.
 - 2. Donations will be anonymous.
 - 3. It would be advantageous to have 100% board participation.
- v. There was discussion regarding how to encourage membership to donate to the endowment.

b. Discussion on bylaw processes and procedures

- i. Pursuant to the bylaws Article VII, Section 5, and the lack of response to attempts at communication, Beth Jones moved to accept Erin Ridgeway's de facto resignation. The motion was seconded by Karl Siewert. The Board members voted in favor of this motion.
- ii. Board members were asked to consider possible replacements.

c. Review of conference evaluations

- i. Emrys has uploaded the summary of conference evaluations to Google Drive. The ratings were an overall 4.66 out of possible 5. High marks were given for the speakers. Emrys sent the speakers the feedback and ratings they received. The comments for the conference were positive comments overall. Anona Earls has the scanned originals of the evaluations.

d. Discussion regarding establishment of a bylaws committee

- i. Karl Siewert, Toni Hoberecht, Emrys Moreau, and Jamie Holmes have been appointed to the bylaws committee.
- ii. Toni Hoberecht was designated as chair of the committee.

5. New Business

a. Discussion on future meeting dates and locations

- i. The President will send out an email with a list of dates for future meetings. Every other month the Board will meet in person. The next in-person meeting will be in March. If your library would like to host, please inform Andy Taylor.

b. Discussion on the topic of conference ideas and locations

- i. It is never too early to start thinking about topics and locations. The Board was directed to review the conference evaluations for ideas that can be discussed at the next meeting.
- 6. Other discussion items
 - a. There was a discussion about resurrecting the Board's Slack account for Board communications. Karl Siewert will take point on this.

Meeting adjourned at 1:43pm.

Future Meetings: TBA.

Respectfully submitted,
Toni Hoberecht, Secretary