



## **OK-ACRL Executive Board**

### **Minutes - March 8, 2019**

In person at the Schusterman Library, OU-Tulsa

#### **Present**

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

#### **Absent**

The meeting was brought to order at 1:11pm.

1. The February minutes were approved as amended.
2. Reports
  - a. Treasurer
    - i. The Chapter has \$9,743.66 in its bank accounts.
    - ii. The Oklahoma sales tax exemption paperwork is complete except for a notarized signature, which will be collected today.
    - iii. A credit card services comparison spreadsheet will be distributed to the board for evaluation.
  - b. President-elect
    - i. Board members were informed of the upcoming OU-Tulsa exhibit "This is what a librarian looks like, Oklahoma Edition," and encouraged to participate if asked.
    - ii. The President-elect is investigating opportunities on training for fundraising and related topics.
    - iii. Ongoing information concerning endowment will be placed in the Endowment folder on Google Drive.

- c. Secretary - No report.
  - d. Webmaster
    - i. In response to phishing emails, the listserv password has been changed.
    - ii. The contact form on the chapter's webpage does not work correctly. There was a discussion of possible solutions and alternatives.
    - iii. Pending Wordpress updates and backups will be performed.
    - iv. There was discussion regarding Google Analytics for the Chapter's web properties.
  - e. COIL Chair
    - i. COIL will start a blog through its website and will highlight instruction librarians around Oklahoma.
    - ii. COIL will start casual meet-ups for COIL members at other state conferences.
    - iii. The UnCOILed workshop will feature the different perceptions that librarians and faculty have on what collaboration looks like. Attendees will walk away with an action plan.
3. Old Business
- a. Bylaws committee
    - i. The Bylaws committee met on March 4 and created a preliminary list of bylaws updates to be made. The list was shared with the Board, and will be available for further comment in a Google doc. After a brief Board commenting period, the Bylaws committee will start working on a specific update document to be presented to the membership for approval.
  - b. Endowment plan
    - i. The President had no updates to the plan.
    - ii. There was discussion regarding the desirability of forming an ad hoc subcommittee to direct endowment plans, as well as creating a new Endowment Director/Chair position on the board.
4. New Business
- a. Conference update
    - i. This year's conference topic will be *The Expanding Role of the Academic Librarian*
    - ii. The conference will be located at the TCC Northeast Campus. Many of the rooms have already been reserved.
    - iii. The catering will be through TCC's Imperial Catering.
    - iv. There was discussion regarding possible speakers. A Google doc was created for presenter ideas. Board members were requested to add their ideas to this document.

- b. OLA booth
    - i. OK-ACRL has secured Booth 13 at the OLA Conference. The President will arrive early to set up the booth and to staff the booth. Other board members who will be at the conference will also assist.
    - ii. Swag for the table includes the chapter's pens and notebooks, COIL swag, a signup sheet for people who want to join the chapter's listserv, and conference Save-the-Dates.
  - c. Code of Conduct
    - i. The President-elect reported that she is still in the information gathering stage. She has requested information on the topic from National ACRL. She has also posted to the ACRL listserv and surveyed other chapters, and received some information from other state chapters. Information gathering will continue.
5. Other items for discussion
- a. The President addressed the need to connect with our members on social Media. After discussion, it was agreed to revisit this topic after spring break.
6. The meeting was adjourned at 2:20pm.

#### Future Meetings and Important Dates:

- April 19th, 12-1:30, Online via Zoom
- OLA Booth:
  - o Set up: Wednesday, 3-13-19, 12pm - 6pm
  - o Staffing:
    - Thursday, 3-14-19, all day
    - No-conflict hours: Thursday 10:15am - 11:15 a.m., 2:30pm -3:30 p.m.
  - o Friday 3-15-19, 10:15 a.m.-11:15 a.m.
    - Breakdown by noon Friday, 3-15-19

Respectfully submitted,

Toni Hoberecht  
OK-ACRL Secretary