

**Oklahoma Chapter – Association of College and Research Libraries**  
**October 10, 2003**  
**Oklahoma State University Oklahoma City**  
**Oklahoma City, OK**

**Minutes**

**Present:**

Jason Dupree, Vice President/President Elect  
Gwen Dobbs, Past President  
Gina Minks, Secretary  
Christina Biles, Board  
Woods Wheeler, Board  
Sherry Young, Board  
David Oberhelman, COIL Chair  
Susan Hahn, SLA President  
Monica Bread, GOAL President

Jason Dupree called the meeting to order at 11:55.

**Minutes:** The group approved the September meeting minutes.

**Treasurer's Report:** In Steve Locy's absence, Christina Biles announced there was no treasurer's report but wanted to remind everyone that all conference registration should be sent to Steve.

**Newsletter:** Christina passed out copies of the newsletter and pointed out the candidates bios. She also gave all the ballots for the election to Jason to mail. Jason asked if there would be another newsletter this year. Christina said that there would be one that covered the conference as well as included another round of "what's new at your library?"

**Conference Topics:** There seems to be a lot of positive inquiries about the fall conference and Christina stated that Steve Locy was already receiving inquiries about POs for multiple registrations from an institution. Gwen stated that her director was really pushing the conference as something that would be applicable for everyone. It was noted that the conference is being limited to 55 participants.

Beth and Susan are picking up Dr. Puccio from the airport and he said that he would be interested in having dinner with the board members the night before the conference. Gwen asked if there was going to be a "packet party" to put together the packets the night before the conference? This questions brought up a discussion of items that needed to be included in the packet. The items that could be in the packet include:

- Evaluation forms
- Agenda
- Speaker Bio

- Information about lunch
- Name tags
- Membership forms
- Ads for other/upcoming conferences
- Copy of the presentation
- Description of OK-ACRL candidates
- OK-ACRL ballots
- Pen and paper

Susan stated that she would provide the speaker bio as well as the pens and paper (she may have some left over from the Dean's conference). Christina thought that Steve might also have some leftover nametags. Gwen asked if we needed to have something with Ebsco or Kerr McGee logo on it since they are sponsoring the conference. A suggestion was to have the logos on the pads of paper and Gwen volunteered to work on that.

Gwen brought up the packet party and stated that in years past, the board had gotten together the night before the conference and taken over the lobby of the hotel and put together the packets. General consensus was that this would be decided closer to the conference date and after a schedule for dinner with the speaker was set.

Gina asked what time we all needed to be at the conference for setup and was told that Steve usually had everything all organized and would be ready about 8:30. It was suggested that some signs be put around campus and parking areas directing people to the conference. An informal count of everyone planning to attend the conference was taken and everyone is planning to attend. Gina noted that her attendance is tentative still due to staff shortages at her library.

**Old Business:** There was no old business.

**New Business:** The election ballots will be sent separately from the newsletter. All board members and any candidates that are attending the fall conference will be introduced. Please be sure to vote!

David Oberhelman informed everyone that due to a situation within COIL about the chair elect position, David will continue in his role as Chair for 2004. However, they have a full slate of candidates for 2004.

There has been a request from Dana Belcher, ICC (Interlibrary Cooperation Committee) to have every state library organization to elect a speaker for an OLA panel to speak for 5 minutes about his or her organization.

Jason reminded everyone that there are only two meetings left so start getting materials together for the handoff. The final luncheon meeting will be December 12 at UCO. Gwen volunteered to find a place for lunch.

**Next Meeting Location and Date:** The next meeting will coincide with the November 14 fall conference. No “extra meeting” will be needed.

The meeting adjourned at 12:15.

Respectfully submitted,  
Gina Minks, Secretary