

Oklahoma Chapter - Association of College and Research Libraries  
March 12, 2004  
OSU-Oklahoma City  
Oklahoma City, OK

## Minutes

**Present:**

Jason Dupree, President  
Beth Reiten, Past President  
Lauren Donaldson, Vice-President/President Elect  
Douglas Amos, Board  
Christina Biles, Board  
Debbie Nelson, Board  
David Oberhelman, COIL Chair

Jason Dupree called the meeting to order at 1:10 PM.

**Minutes:** The group approved the minutes from the 2-14-04 meeting.

**Treasurer's Report:** Steve Locy was unable to attend the meeting. In his place, Beth Reiten announced the current balance for OK-ARCL: \$4,875.35

**Newsletter:** Christina is working on validating addresses for OK-ACRL members. She has valid e-mail addresses for three-quarters of the members. Christina will try to get the newsletter out over spring break.

**OK-ACRL Listserv:** Beth suggested posting National and local ACRL events to the listserv which will allow subscribers to keep up to date on ACRL news. Christina volunteered to moderate the listserv membership.

**ACRL Documents:** The group discussed archiving ACRL documents. Should the documents be housed in a permanent location or should we continue "passing the box" when new leadership takes over? Beth proposed housing the documents permanently in the Special Collections at the Edmon Low Library in Stillwater. If this option is chosen, OK-ACRL will need to decide which types of records to deposit, which to keep with current leadership and which to keep closed to the public (such as financial records.) Lauren agreed to contact Gwen Dobbs regarding guidelines for archiving ARCL documents. The group agreed to table this issue until the May OK-ACRL meeting.

**OLA Conference:** Each member will send to the listserv the time(s) that they can work at the exhibit.

Beth will borrow a display table with table skirt and laptop from OSU-Stillwater for the conference exhibit.

Christina will talk to Steve about obtaining national ACRL materials to bring to the conference. Steve will make nametags for ACRLers who are not attending the OLA

Conference. Christina put forth a motion to donate \$100 to OLA for free exhibit space. David seconded the motion.

**ACRL Brochure for OLA Conference:** Beth proposed producing the brochures for the conference at OSU-Stillwater — the quality will be better and the brochures will cost less.

As for the brochure content, the following items will be included:

- ACRL symbol
- Generic info about members
- Mission statement
- ACRL Fall Conference
- COIL blurb
- URLs for Membership page, COIL, OK-ACRL website
- Photos from previous ACRL conferences
- Blurb about "semi-annual" newsletter
- Listserv

**COIL:** David will evaluate the best way to change OK-ACRL bi-laws to include COIL as an interest group of OK-ACRL. He will present a rough draft of his findings at the May 2004 OK-ACRL meeting.

**Fall Conference:** Lauren (for Bonnie) suggested a possible topic for the Fall Conference; Development of Information. The speaker from the University of Arizona compares/contrasts writing centers with reference and help desks.

Jason suggests that members come to the May meeting with a topic for the Fall Conference.

The next OK-ACRL meeting will be held at 1 PM, April 9, 2004 at OSU-OKC.

The meeting adjourned at 2:45 PM.

Respectfully submitted, 22 March 2004.  
Douglas Amos for  
Bonnie McNeely, Secretary.