

**OK-ACRL Board Meeting**  
**August 12, 2005**  
**Metropolitan Library System, Downtown, Oklahoma City, OK**

In attendance: Helen Clements, Board Member; Kate Corbett, COIL Chair; Lauren Donaldson, President; Jason Dupree, Past President; David Oberhelman, Secretary

The meeting was called to order at 1:14 p.m.

**I. Approval of Minutes**

A few minor typos were corrected in the July minutes. Clements moved to accept as amended; Dupree seconded. Motion carried.

**II. Treasurer's Report**

Donaldson reported for Steve Locy that as of August 12, 2005 we had \$3,935.85 in the bank. We did not get any money from ACRL National. The COIL workshop on August 16 would bring in some income as well as expenses for the food, gift cards, and lunch.

**III. COIL Report**

Corbett reported that as of August 12 she had 20 signed up for the August 16 COIL workshop (24 was the final number in attendance). The timing of the workshop might have been difficult for some who wanted to go, but speaker availability forced us to have it the week before the start of classes. Arrangements had been made, so all was going smoothly with plans.

Corbett updated the board on the survey of information literacy instruction in Oklahoma academic libraries that COIL was preparing. She had asked the board in July for permission to spend \$20 to put the survey on the SurveyMonkey online polling service, but she had found another service, Zoomerang, that allowed surveys of 30 questions and would keep them open for 10 days at a time. Zoomerang appears to allow users to copy the survey and post new ones after the earlier ones expire. COIL therefore withdrew its request for money for SurveyMonkey and will put the survey up on Zoomerang instead.

**IV. ACRL Standards Workshop with OCALD**

Donaldson reported for Audrey DeFrank, who was not at the meeting, that there will be online registration for the workshop on the OCALD website.

**V. Fall Conference Plans**

Donaldson had discussed a bio with Dr. Kohl, and he would provide one for us.

She then discussed travel arrangements with him. He would be arriving on November 17 in the afternoon and departing November 18 after the conference. We would be making a reservation for him at the Holiday Inn Express, Midwest City. We would make plans for taking Dr. Kohl to dinner at our next meeting. In September we would also decide on catering for the lunch.

We then discussed getting corporate sponsors to help defray the costs. Donaldson said she would contact former president Beth Reiten to assist in contacting vendors.

For the registration packets, we decided to include the following (and assigned a board member to be responsible for getting that material together):

- Bio for Dr. Kohl – Donaldson
- Agenda – Donaldson (who will run it by the board first)
- Flyers for OLA programs – Clements would contact Kay Boies
- Popular Culture Conference flyers – we will ask Rhonda Taylor to assist
- ACRL Flyers – Donaldson
- Bios for Candidates for OKACRL office – Audrey DeFrank
- Evaluation Forms – Oberhelman
- Treasurer's Report – Steve Locy
- Notebook Paper -- (possibly get from vendor)
- Name Tags – Corbett
- Pens and Folders – (possibly get from vendor)

We will check with Dr. Kohl to see if he wants us to copy the handouts for him. Next month we will devise an itinerary for the board members during the conference.

Dupree will check on getting laptops for the conference to be used to fill out the COIL survey.

## VI. Newsletter

We decided not to publish a newsletter at the present. We will begin promoting the conference right away with flyers to be passed out at the COIL workshop and an announcement for the website would be prepared shortly. A registration form will be posted after September. Candidate bios will appear both online and in ballots to be mailed out to the membership in October.

## VII. New Business

Donaldson showed the board a copy of a strategic planning survey required by ACRL for all state chapters. Dupree said he would assist her in filling it out since it covered the fiscal year July 2004 – June 2005 and would cover part of his presidential term when we had our last conference and COIL workshop.

Meeting was adjourned at 2:54 p.m.

Respectfully submitted,

David Oberhelman,  
Secretary