Oklahoma Chapter—Association of College and Research Libraries Board Meeting
February 10, 2012
Tulsa-City County Central Library

Minutes submitted by April Schweikhard.

Present: Victor Baeza, Adam Brennan, Angela Brunk, Hui-Fen Chang, Jason Cimock, April Schweikhard, Nicole Sump-Creathar

1. Call to Order
   a. Jason Cimock called the meeting to order at 1:10 pm.

2. Approval of Minutes
   a. Minutes from the January meeting were approved.

3. Treasurer’s Report
   a. Jason Cimock read the Treasurer’s Report as submitted by Beth Jones.
   b. January bank statement reports a balance of $9054.89.
   c. A full report of the Fall 2011 Conference monetary items were submitted to the Secretary. At this point, the net profit for the conference is $833.75.
   d. 501(c)3 Paperwork status
      i. A PO Box will be obtained based upon the decisions made in the January meeting.
      ii. Jason Cimock has drafted a Conflict of Interest Policy which will be submitted with the 501(c)3 paperwork. The policy will be proposed as a change to the bylaws during the business meeting of the Fall 2012 Conference.
      iii. The List of Qualifications and Duties will be completed by the OK-ACRL officers and included in the 501(c) paperwork.

4. Reports from Subgroups
   a. COIL
      i. Reported by Adam Brennan on behalf of Mike Miesenheimer.
ii. Group has started planning COIL on Wheels and discussing topics for the July workshop.

iii. Workshop location will be NSU Broken Arrow.

iv. Next meeting will be late February.

b. PASIG

i. Reported by Angela Brunk.

ii. Group has begun discussing workshop ideas. Possibilities include accessibility and diversity; and library public relations.

iii. East Central University in Ada will be the workshop location.

c. DSIG

i. Reported by Nicole Sump-Creathar.

ii. Next meeting will be in February possibly through the Google+ online meeting platform.

5. Old Business

a. April Schweikhard will be managing the OK-ACRL website with the support of Jason Cimock.


i. The latest version of WordPress has been updated. Jason D. will provide directions for group representatives on how to update their WordPress theme templates.

ii. The links to new DSIG and COIL websites have been updated on the old OK-ACRL homepage.

iii. Currently waiting for PASIG’s notification to go live.

iv. Working on transferring all OK-ACRL minutes to individual PDF files.

v. Testing individual FTP accounts and will create an instruction document for group representatives on how to setup a FTP service and connect to BlueHost via a FTP client.
c. FTP access levels for subgroup websites

d. Career Planning/Preparation Workshop
   i. Jason Cimock contacted Dr. Taylor from OU SLIS. Dr. Taylor is looking at possible dates for the workshops.

e. Fall conference location
   i. April Schweikhard reported on OU-Tulsa as a possible location.
      • Space is available including Founder’s Hall as a general gathering location, a 90-seat classroom, and regular classrooms.
      • The classrooms cannot be reserved until late July.
      • The charge would be $800/day.
      • April will check to see if the charge can be negotiated and report by the next meeting.
   ii. Other possible locations
      • Jason Cimock will check the availability of OSU-Tulsa.
      • Adam Brennan will check availability of the Tulsa Community College’s Center for Creativity.
      • Jason Cimock will ask Amanda Lemon about the possibility of the University of Tulsa.

f. Newsletter
   i. Goal to distribute by the end of February.
   ii. An email proposal for submissions will be sent out through the listserv.
   iii. Angie Brunk will create a new layout template.

6. New Business
   a. Potential conference topics
i. Possible topics include: mobile technology, ubiquitous computing, Value of Academic Libraries, marketing and public relations, interaction in the classroom.

ii. Technology was selected as the theme, specifically the topic of humanizing technology.

b. Potential conference speakers

i. Potential conference speakers were proposed: Jason Griffey (jasongriffey.net), Sarah Houghton (i.e., Librarian in Black), Jenny Levine (i.e., the Shifted Librarian), Andrew Dillon (Dean of the University of Texas iSchool)

c. Next Meeting Date

i. The next meeting date will be Friday, March 9 through Vyew.

ii. Tentative dates for the remaining 2012 meetings:

   - Friday, April 13—possibly Guthrie. Jason Cimock will check the availability of the public library.
   - Friday, May 11
   - Friday, June 8
   - Friday, July 13
   - Friday, August 10
   - Friday, September 14
   - Friday, October 12
   - Friday, November 2—Fall Conference

7. Meeting adjourned at 2:18 pm