

**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.
- b. Jason Cimock read the Web Subcommittee Report submitted by Jason Dupree.
 - 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
 - i. Addressed during Jason Dupree's Web Subcommittee Report.
- 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