

**Oklahoma Chapter – Association of College and Research Libraries**  
**Friday, September 14, 2012**  
**Tulsa Community College, Southeast Campus**

Minutes submitted by April Schweikhard

Present: Adam Brennan, Amanda Lemon, April Schweikhard, Hui-Fen Chang, Jason Cimock, Ona Britton-Spears, Victor Baeza

**1. Call to Order**

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

**2. Approval of Minutes**

- a. The minutes from the OK-ACRL August meeting were approved by the board.

**3. Treasurer's Report**

- a. Submitted by Beth Jones, read by Jason Cimock.
- b. Current balance is \$8944 in addition to \$45 of nondeposited checks from the COIL workshop.
- c. The Bluehost account expires on September 29<sup>th</sup>, and Beth is working with Jason Dupree to transfer everything to Dreamhost.
- d. The domain createoklead.com expires October 3.
- e. The new domain registrar with Dream Network has transferred correctly and is set to expire June 17, 2014.
- f. Dreamhost refunded our money for the initial year's payment and is now scheduled to bill on a monthly basis.
- g. The block of eight rooms at the Holiday Inn has been reserved for the conference at a rate of \$77. Unreserved rooms must be canceled 1 week before the conference.

**4. Reports from Subgroups**

- a. COIL
  - i. Reported by Adam Brennan.
  - ii. Next COIL meeting is scheduled for September 20<sup>th</sup>.
  - iii. Adam Brennan and Clair Powers will be conducting a COIL on Wheels on September 21<sup>st</sup> at NSU regarding LibGuides.

- b. PASIG –no report
  - i. Erin Ingraham from Southwestern Oklahoma State University will be replacing Angie Brunk as PASIG chair.
- c. DSIG – no report
  - i. Angie Sump-Crethar will send her notes to the board to be added to the minutes.

## 5. Old Business

- a. Cooperative E-Book Lending
  - i. Reported by Amanda Lemon.
  - ii. Two groups have been formed: 1) Amanda and Toni Hoberecht will be devising a survey to learn current e-book usage among Oklahoma academic libraries; 2) April Schweikhard and Kiem Ta will be researching current models of cooperative e-book lending.
  - iii. The group is planning to report back amongst each other by October 26.
- b. 2012 Conference Planning: Library Without Walls: Mobile Tech and the Future of Libraries
  - i. Keynote Speaker Travel Plans: OK-ACRL will be arranging all of Joe Murphy's travel plans. Joe will be flying out of LAX and will have a rental car while in Tulsa. He will be staying two nights.
  - ii. Call for Proposals: Currently, there have been two full length session submissions and zero 20x20 submissions. A call for proposals will be resent combining the two sessions into one advertisement.
  - iii. Conference Agenda: Jason Cimock submitted via email a tentative conference agenda. Registration will begin at 8:00 am with the actual conference starting at 9:00 am and wrapping up no later than 4:30 pm. An hour and 45 minutes has been allotted for the dine-around.
  - iv. Sponsors: EBSCO has agreed to a \$1000 sponsorship (Gold level), and Springer has agreed to \$500 (Silver). April Schweikhard will coordinate with the sponsors regarding ads and conference representation.
  - v. Conference Packets:
    - Adam Brennan will check if TCC can provide approximately 100 folders and pens. The folder would include a dine-around map of the area.

- April Schweikhard will check if OU-Tulsa can provide MedlinePlus pens and notepads.
  - Jason Cimock will check the stock of OK-ACRL/ACRL supply items in storage.
  - Jason Cimock will check with Joe Murphy for an approved bio for use in the program.
  - April Schweikhard will check prices for printing programs.
- vi. Conference Website: April Schweikhard has started work on the conference website.
- vii. Conference Logo: The board discussed possible revisions to the conference logo.
- viii. Conference Registration: Registration will open one month prior to the conference. Because of changes made to the bylaws last year, registration will be \$20 for LIS graduate students and \$65 for everyone else. Jason D. is working on modifying the registration web form from last year.
- c. Outstanding Service Award
- i. The board currently has one completed nomination and one partially completed nomination that were submitted the previous year. Jason Cimock will notify the person who partially completed the nomination to inquire about finishing.
  - ii. Last year, the awardee was given a \$50 gift card to Amazon.

## **6. New Business**

- a. 2012 Conference Planning: Library Without Walls: Mobile Tech and the Future of Libraries
- i. Breakfast/Snacks: Adam Brennan will check with Bill and Ruth's at the TCC SE campus regarding catering for both events.
  - ii. Dine-around maps: As reported previously, Adam Brennan will inquire about acquiring TCC's premade maps.
  - iii. Building maps: Adam Brennan will acquire maps that specifically designate parking. Within the building, easels and posters with arrows will direct attendees.
  - iv. Wireless connectivity: Currently, authentication is not required to connect to the TCC Wi-Fi; however, if access changes prior to the conference, the TCC library can acquire Wi-Fi guest accounts.

- v. Door Prizes: Like last year, the grand prize will be a Kindle Fire in addition to (2) \$25 gift cards to Starbucks. The board is considering spreading the prize drawings throughout the day and possibly holding a drawing for one or two of the gift cards after lunch.
- vi. Name Badges: Jason Cimock should have a supply from last year, but more could be obtained from ACRL. Beth Jones possibly has the plastic holders from last year.
- vii. OK-ACRL Candidate Nominations: The slate of candidates is to be presented to OK-ACRL members one month prior to the election. Victor Baeza will email a nomination call to members.
- viii. Pre-conference details:
  - Joe Murphy's flight arrives in Tulsa at 6:00 pm the Thursday night prior to the conference. The board discussed possible dinner options. Joe Murphy will be given a choice of the type of food he would prefer.
  - Jason Cimock's room will be designated as the "Hospitality Suite" for assembling conference packets.

**7. The next OK-ACRL meeting will be held Friday, October 12<sup>th</sup>, online through Vyew.**

**8. Adam Brennan led a tour of the facility.**

- a. OK-ACRL has the entire first floor of the Union reserved for November 2<sup>nd</sup>.
- b. Registration will take place in the open space of the Union. A large bar can be moved and designated for this purpose.
- c. For breakout sessions, OK-ACRL has use of 2 medium-sized rooms (seating 30 – 40), and 5 classrooms (seating 20 – 25).
- d. For the business meeting, keynote speaker, 20x20 session, and conference wrap-up, OK-ACRL will use the auditorium (seating 100).
- e. All rooms have computers and projectors. Adam Brennan will acquire guest logons from the TCC library. Personal laptops cannot be connected to the projectors.
- f. The board is considering two spaces for refreshments: 1) the nook outside of the auditorium, or 2) the larger chat room. The chat room is a more open space with tables and chairs.
- g. Signs will be set-up to direct attendees to correct rooms.

**9. Jason Cimock adjourned the meeting at 2:40 pm.**