

Oklahoma Chapter of the Association of College and Research Libraries
Friday, March 13, 2015
OSU- Tulsa Library Conference Room

Minutes submitted by Matt Upson.

Present: Sarah Clark, Kate Corbett, Dona Davidson, Megan Donald , Beth Jones, Steve Locy, Emrys Moreau, Nicole Sump-Crethar, Andy Taylor, Matt Upson

1. Call to Order

Nicole Sump-Crethar called the meeting to order at 1:25 PM.

2. Approval of Minutes

The January 2015 minutes were submitted and approved. Motion – Steve Locy; Sarah Clark seconds.

3. Reports

a. Treasurer report – Emrys Moreau

- Credit card balance of \$0.00
- Taxes were filed in January thanks to Beth.
- Enrolled in SNB online banking and security banking for Visa card
- Reserved OLA booth - \$50. Have confirmation, need invoice to pay, will pay with credit card. Requested a front row center table at OLA
- Started digital financial archive –scanning and sorting documents. Keeping official documents, determining what can be discarded.
- Website hosting plan expiring this month. Renew for 12 months and get \$11.99 rate.
- **Motion** to move to 1 year website hosting - Kate Corbett; Andy Taylor seconds. Passed.
- We don't have a PO box at this moment. Everything sent to UCO – everything has worked out so far. Smallest PO box smallest \$80 for 12 months.
- Reimbursement – 30 day reimbursement period. Will need documents within 30 days. Some exceptions, but generally 30 day limit. (Kate – could we think on this and get back in the next meeting? Beth - noted that receipts could be scanned, potentially. Nicole – tabled until next meeting)
- Paypal offers non-profit transaction fees. Other state ACRL organizations have the non-profit rate 2.2% + 30 cents. Discussion about what Paypal is what it enables. Paypal charges by transaction. No real downside.
- **Motion** to get Paypal account for OK-ACRL – Beth Jones; Sarah Clark seconds. Passed.
- Requested supplies – file box, self inking stamp, checks, carbonless receipt book total of \$60). **Motion** to purchase supplies – Sarah Clark; Beth Jones seconds. Passed.

- Promotional materials – before OLA? Question the listerv to see what people would want. Kate and Emrys noted that a raffle for a prize could draw more people over to our booth at OLA, with membership required to win. Nicole will speak with national ACRL about giveaways. Earbuds are potential giveaway. 4imprint has options. Nicole will send out survey.
- Birthday cards scheduled until 7/1/2015
- Facebook has 98 likes.
- “Get to know us” questionnaires are out and will be posting soon.

b. DSIG Report - Tiffany Benson not present

c. COIL Report - Megan Donald

- Goals for COIL – emphasize professional development in meetings – taking UnCoiled planning out of the meetings.
- Information Literacy framework conversation needs to start
- Recruit more SLIS students
- Increase collegiality and camaraderie
- Recent and upcoming speakers:
 - January 30th @ TCC: Adam Brennan spoke on the Cephalonian Method
 - February 27th @ OU-Tulsa: Stewart Brower spoke about getting published
 - March 27th @ OU: Cheryl McCain will share her Google presentation
 - April 23rd @ OSU: David Oberhelman will talk about digital humanities
 - May 29th @ NSU-Tahlequah: TBD
- Next meetings - Friday, March 27 @ OU; Thursday, April 23 @ OSU Stillwater
- July 17 – UnCoiled in Norman, Bizzell Library – “Reframing Information Literacy”
 - Theme will revolve around the new Framework
 - Dr. Betsy Martens, SLIS professor, will be the keynote speaker
 - SLIS has offered to host a coffee break
 - Will need 6-8 breakout sessions & posters
 - Considering having a moderated panel or large group discussion on the Framework at the end of the day
 - If you have thoughts in structuring a panel discussion on framework tell Megan
 - Matt will mention to Cinthya Ippoliti Associate Dean, Research and Learning Services @ OSU Stillwater
- COIL has 4 new members
- Creating save the date cards for OLA
- What can OK-ACRL do with budget for UnCoiled? (come to board and make a request, maybe at May meeting)

d. Webmaster Report – Beth Jones

- Added new OK-ACRL officers to website.
- Added some minutes

- Would like to redo the webpage
- Would like to move blog post to a more appropriate spot – any comments or suggestions send to Beth. Wants something new by the conference. (Megan – Adam Brennan with COIL wants to redo COIL site and may collaborate with Beth. Does COIL need to be distinct website? Megan will contact Adam and copy Beth)

4. Open issues

a. **Future of PASIG?** Public and Access Services Interest Group.

- There has been a new head selected. Nicole will contact to invite her to the board meetings.
- Dona - Maybe providing more online options for interaction would be better.

b. **Table at OLA –**

- Table on April 30th and May 1. Nicole will send a signup around on the listserv to staff the table. Nicole and Dona brought water and snacks last year. Will include Save the Date flyer for UnCoiled.
- Perhaps an item to giveaway via raffle? Discussion on item to giveaway – Kindle Fire, Paperwhite? Require OK-ACRL membership? Concern about a non-academic librarian getting the prize? Students aren't affiliated with an institution.
- Beth – library students could win a free conference registration. Discussion on using funds to offer student scholarships to SLIS students for OK-ACRL conference?
- Steve – asked how active the booth has been in terms of new memberships and general interaction. Discussion about # of conference registrations to give away to students – 5 .
- **Motion** to offer 5 free conference registrations for SLIS students – Emrys Moreau; Beth Jones seconds. Passed.

Break at 2:27 PM

Reconvened at 2:37 PM

c. **Documents management and accessibility**

- Google as a place to store thing electronically?
- Kate – could we have archives on webpage? Beth- space is an issue. Andy – Wiki ? PBWorks as an option.
- Nicole – we need some redundancy – maybe google drive, wiki, *and* web server. Beth – we need redundancy in people, too centralized in chair.
- Emrys – good idea to have previous files on a physical drive to pass on.
- Dona – part of the problem is that we talk about options early and don't make progress and then start worrying about the conference and fail to follow through.

- Sarah – is there a checklist that passes on? The process is part of the problem. Beth – there used to be, but we lost track.
- Andy will take a look at the wiki idea, we'll keep our Gmail account, Nicole will send login information to everyone.
- Kate – question about whether everyone is getting their own emails back when sent through our listserv. Could be a setting issue.
- OK-ACRL Paper archives – with David Oberhelman. Should they be in OSU archives? Questions about what is in the archives at this moment and if we should digitize everything? Nicole will speak with David about paper archive and see about digitizing and will consult with David Peters at OSU about the need to keep paper archives. What would need to be kept?

d. Continuity plan

- Viewed template at <http://searchdisasterrecovery.techtarget.com/feature/Using-a-business-continuity-plan-template-A-free-business-continuity-template-and-guide>
- Nicole - Should we deal with this every two or 3 years?
- Sarah will lead that effort to create position turnover checklists
- Nicole – would like to see a continuity plan develop over this year and into the future.

e. Conference Planning

- **Location/space and Date**
 - I. Location – Beth – usually better turnout in Tulsa. Dona – likes to alternate OLA and OK-ACRL between OKC area and Tulsa area – since OLA in OKC...
 - II. Date – aim for Friday, Nov. 6. Block off 6th and 13th of Nov.
 - III. Location – Tulsa? TCC –Paula Settoon is working with Making Information Meaningful conference. Dona - OSU Tulsa make pose issues if we make a profit, it probably won't work with the charge. Andy - Center for Creativity, but breakout rooms may be an issue. Across from TCC Metro so walking across street may be something doable.
 - IV. Dona will look at OSU Tulsa and what they'd charge. Also will check on Oral Roberts.
 - V. Emrys – TU an option? Tiffany could check on spaces and availability
 - VI. Beth – need to consider vendor sponsorships and space for them. Needs- main hall (70 people), 2 breakout rooms, Space for exhibition, vendors, posters
- **Theme (mind map activity)**
 - I. Past open access theme didn't appeal to everyone
 - II. Dona - Come back from ACRL with ideas?
 - III. Beth – Makerspaces?

- IV. Nicole – how to include makerspaces within something broader?
- V. Sarah- “reframing the library” new spaces, services, emerging technologies, trends.
- VI. Discussion on Building design, information commons, collaboration, library on any budget, 20x20
- VII. **“Reimagining the Library”** as theme can incorporate all these broad ideas.
- **Keynote**
 - I. David Lankes? Librarian in Black (Sarah Houghton)? Public librarian, but she would be great for reimagining libraries – she may be booked.
 - II. Rachel Vacek – President of LITA, at Houston.
 - III. Nicole will speak with Sarah Houghton and Rachel Vacek.
- **Division of responsibilities**
 - I. Call for proposals (Sarah)
 - II. Registration (Emrys, Beth)
 - III. Food (to be addressed later)
 - IV. Set-up/clean-up (to be addressed later)

5. New business

- a. Emrys - “Spring Into Action” – OLA Ethics Committee workshop on March 25 - recycling, sustainability, upcycling at libraries. Speakers include OU sustainability leader and UCO “chief treehugger”. Held at NWOKC library. \$65/\$130 registration costs
- b. Sarah – Making Information Meaningful conference – Oct. 22-23. Regional information literacy conference. Open to all libraries. P-20+ vision of information literacy. Call for proposals out soon. Tulsa area institutions are organizing. Lisa Hinchcliffe is keynote. Around \$45 for registration.
 - Would OK-ACRL want to buy a vendor booth? \$100 or \$250 for table and logo on brochure.
 - Beth – if we have a table, we could highlight OK-ACRL events and signup for our conference a couple weeks later.
 - **Motion** to support MIM conference with \$250 table – Kate; Steve seconds. Passed.
 - Emrys will register us for MIM
 - Beth – suggested looking for people to partner with on OK-ACRL conference to make it more regional.
- c. **ACRL Conference in Portland**
 - Reception for new members – need some reps from state chapters to attend. Steve and Matt will get details from Nicole and may go.
 - Post conference webinar – do we want to have people talk about the high points of the conference and share good ideas? Combine Texas Library Association (Andy, Megan, and Victor Baeza will attend) and ACRL (Steve, Matt, others) conversation? Make Power Points w/

session titles, takeaways, 5 min limit or so. Present online through join.me

d. Sharing information with new members

- Facebook
- Listserv – Nicole encourages everyone to use the listserv to share more info. Send out emails when updates to social media are made, and when website updates are made.
- Emrys suggested going through list of subscribers and send out reminders every couple of years to have subscribers update information.
- Dona has culled the listserv in the past. Also sent out information to directors and encourage participation .
- Emrys – have a roll made available? Nicole will ask national ACRL for member list.

e. Other new business?

- none

Motion to adjourn – Steve Locy; Andy seconds. Approved. Adjourned at 4:15 pm