

Oklahoma Chapter of the Association of College and Research Libraries
Friday, May 22, 2015
TCC NE Campus Library Classroom

Minutes submitted by Matt Upson.

Present: Sarah Clark, Megan Donald , Beth Jones, Steve Locy, Nicole Sump-Crethar, Andy Taylor, Matt Upson

- **Call to Order**
 - Nicole Sump-Crethar called the meeting to order at 1:02 PM
- **Approval of Minutes**
 - The April 2015 minutes were submitted and approved. **Motion – Steve; Beth seconds**
- **Reports**
 - **Treasurer – Emrys Moreau**
 - Emrys not present
 - See report at the end of the minutes
 - Discussion of 2.7% charge for Paypal
 - Discussion on how to address keeping the Treasurer on Paypal account. Should we keep the Treasurer on as Paypal admin. until new treasurer? Beth-suggested that we have Emrys give us a look at the admin. view of Paypal at next meeting (online).
 - **Webmaster – Beth Jones**
 - Beth has done some website redesign. Fairly static site except for blog – easy to upkeep. Still a few things to add – previous award winners, etc. Beth asked for suggestions on look/feel of site and encouraged board to try it out/offer suggestions.
 - Megan Donald and Adam Brennan want to redesign COIL site. Beth will align design of COIL site with OK-ACRL site. Megan would also like to house instructional materials from around the state on the COIL site.
 - Beth will add conference summary files to site when received from Emrys and Nicole.
 - **COIL – Megan Donald**
 - Reminder- UnCOILed workshop is Friday, July 17 at OU-Bizzell. Sign up soon. 50 spots open for attendees; 2 open slots for presentations. Bizzell is supporting conference and SLIS is offering refreshments in afternoon.
 - Megan requested: \$40.00 for food/drinks/supplies, \$100.00 for Amazon Fire HD (giveaway), and \$80.00 for four \$20 Starbucks giftcards. **Motion to provide funds – Sarah; Steve seconds. Motion approved.** Megan will ask Emrys to order items.
 - See COIL report at end of minutes

- Beth – it would be nice to invest in equipment for COIL to record sessions and post online, maybe even streaming options.
 - **DSIG**
 - No report
 - **PASIG**
 - No report
- **OLA Recap**
 - We had some workers at the table during no conflict times. Went fine. Approx. 10 new signups. Paid 50 for booth. Sarah – we need to keep supporting OLA, table, baskets, coffee, etc.
- **ACRL Plan for Excellence**
 - Nicole received an email from Chase Olis (national ACRL) noting that we must complete a plan or lose funding. It is rare that we get much funding from ACRL.
 - Potential ways to build Plan for Excellence: Beth- possible to start sponsoring professional development events? We could help SLIS, as well, encouraging students to enter the MLS field or for current SLIS students to take tech skills courses. Discussion at next meeting to explore options for developing funds for supporting continuing ed/professional development.
 - Nicole will come up with draft Plan for Excellence and will discuss at future meeting. (July 24 deadline). Nicole will track down the plans from previous years.
- **Conference**
 - Save the Date flyer will be created and distributed at UnCOILed. Nicole will send out info to board about creating the save the date. Conference will be on Nov. 6. Flyer will provide link to OK-ACRL website.
 - OK-ACRL Webpage will be updated before UnCOILed.
 - Theme - “Reimagining the Library”
 - Keynote - Rachel Vacek. Cost: \$1500 for keynote. \$2000 for keynote and workshop.
 - Beth – will we be soliciting funding from vendors for conference? Beth will come up with something to send vendors soliciting funding. Sarah – we could use MIM form as a template for soliciting
 - Nicole – we might ask Rachel to do a breakout session rather than workshop and pay \$1750. Timeframe of 9-4 for conference? Discussion on timeline. Keynote in morning? Breakouts in afternoon? Workshop at all?
 - Nicole – what if the morning session involves writing down ideas about what attendees want to discuss and we can do breakouts later for one session.
 - Beth -maybe posters presentations can be held during a break between sessions.
 - 9 presentations is what we would aim for at a maximum.
 - Registration fee? Typically 65, if we have a meal, 75?

- Lunch has been dine-around and catered in prior years. Poster sessions if we go with catered.
- Discussion on posters – agreement on the utility of posters for students and networking. Maybe get SLIS faculty to judge and award a prize. Andy and Megan will reach out to SLIS.
- New Archivist for OK-ACRL
 - David Oberhelman has resigned as archivist. David has one box and Nicole has one box of materials. We need a records management plan. Andy volunteered to take over the role. Nicole will bring files to UnCOILed and get it to Andy. Andy should speak with Emrys about her Treasurer's materials. Andy can scan files and write a records management policy.
 - Beth – there is content hidden from public on website that needs to be organized. Will see how much space we have on the server for storage.
 - Nicole –we could put material in ShareOK if we want to share with the public.
- Next meeting:
- Motion to adjourn – Beth; Sarah seconds. Approved Adjourned at 2:28 pm

OK-ACRL Treasurer's Report

2015/05/22

Submitted by Emrys Moreau

Accounting

Current amounts and information as of 2015-05-21

Checking account balance = \$9,819.67

Beginning balance for last report on 2015-04-10 = \$10,289.24

Deposits = \$0.00

Withdrawals = \$469.57

- 2015/05/06 – Check #1629 – \$50.00
Paid to Oklahoma Library Association for OLA conference booth
- 2015/04/13 – Bank payment – \$169.57
Paid to Security Bank Card Visa for total balance due (previous purchases: see 2015/04/10 treasurer's report for details and amounts)
- 2015/04/06 – Check #1628 – \$250.00
Paid to Tulsa Community College for Making Information Meaningful sponsorship

Cash box balance (*not included in budget*) = \$74.09

Credit card balance = \$35.92

Credit card spending limit = \$3,000.00

Activities

- PayPal
 - Continuity options are
 - 1) Keep this account and add the new treasurer on as a user, then delete my personal information. My name will remain as a user because PayPal cannot transfer ownership at this time.
 - 2) Delete this account and the new treasurer will set up a separate account under their name only.
 - I contacted the PayPal Compliance office to ensure we are listed as a non-profit and our website transactions will all be at the non-profit rate. They requested further documentation, which I have supplied. As of 2015/05/20, we are not yet listed as non-profit. I will continue to follow-up with them on this.
 - Mobile payments – PayPal sent me a free mobile card reader so I can take mobile payments if we choose. There is a 2.7% fee on each mobile transaction, and at this time there are no discounts for non-profits (although PayPal is considering a tiered scale to be implemented in the future).
- Staples.com purchase of \$35.92 (\$23.99 + \$11.93 taxes and shipping) for self-inking bank deposit stamp
- I sent Megan and Beth the code for a PayPal payment button to be added to website(s) for unCOILed 2015. Megan and I tested the button yesterday and it works.
- I created an invoice template in PayPal for unCOILed 2015, and can email it out if needed.

Non-financial Notes

I have been receiving notifications that there is a pending mailing list subscription for jham@noaccount.info. When I log on, I can't see a listing for this email. It does appear to be a spam account, though!

OK-ACRL Board Meeting

COIL Update

May 22nd, 2015

Next COIL Meeting

May 29th @ NSU Tahlequah. NSU Librarians will discuss their procurement of and involvement with the Big Read grant.

unCOILed

Reframing Information Literacy is Friday, July 17th @ Bizzell Library. There are still 3 open slots for presentations, so please encourage people you know to submit a proposal. There are 29 open seats currently.

Budget Request

Bizzell Library will be providing
breakfast via OU's catering service
and OU SLIS will be sponsoring
afternoon break.

Amazon Fire HD 6" Tablet (giveaway raffle)	\$100.00
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4 \$20 Starbucks gift cards (speaker gifts)	\$80.00
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Food/Drink/Supplies Incidentals	\$40.00
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Total Requested: \$220.00