

**Oklahoma Chapter of the Association of College and Research Libraries**  
**Friday, January 26, 2016**  
**Online Meeting – [www.join.me](http://www.join.me)**

Minutes submitted by Whitney Vitale.

**Present:** Sarah Clark, Karl G. Siewert, Steve Locy, Emrys Moreau, Nicole Sump-Crethar, Megan Donald, Jennifer Donner, Beth Jones, Tiffany Benson, Whitney Vitale

**1. Call to Order**

Sarah Clark called the meeting to order at 2:39 pm

**2. Roll Call**

**3. Approval of Minutes**

No approval of previous meeting minutes. Sarah will contact Matt Upson to see if he has minutes from the November meeting.

**4. Reports**

**a. Interest Group Reports**

DSIG: Chair Tiffany Benson reported that the group discussed Smart TV's at the last meeting.

COIL: Chair Megan Donald reported that the last group meeting was held at OSU IT. The next meeting will be on January 26<sup>th</sup> at Rogers State University.

PASIG: No Report. There is no current chair and there has not been any activity in this group for some time.

**b. Treasurer's Report (Emrys Moreau)**

- See Treasurer's report at end of minutes
- Did anyone take photos of the conference?
- Brick and Click Conference will be on Friday, September 4<sup>th</sup>.
- The OLA Conference is March 30<sup>th</sup> – April 1<sup>st</sup>. An OK-ACRL booth at OLA would cost \$50.
  - A motion to pay for this was put forward by Steve Locy
  - It was seconded by Emrys Moreau
  - All were in favor.
- Emrys will also look into advertising in the OLA program or possibly sponsoring a session. She will obtain a list of sessions and prices.
- Emrys proposed that the chapter should purchase a vertical banner for the OLA booth.

- Emrys will also look into prices for an assortment of OK-ACRL promotional items (pencils, bags, etc.) to be purchased prior to OLA. She will look into past treasurer's reports to see what vendors the chapter has used to purchase promotional items in the past. Steve will also check with Nicole regarding the same. Emrys will price it out and bring the estimate to the next meeting.

## **5. 2016 Conference Brainstorming**

### **a. Theme**

- The last conference theme was emerging technology.
- Karl Siewert suggested that this year's conference theme should be "human focused," such as customer service, connecting with faculty, etc.

### **b. Possible Venues**

- OSU Tulsa was the venue of the last conference.
- Beth Jones suggested OU Health Sciences Center, but is not sure if they have the space to host.
- Rose State College has a nice conference center and is right off the turnpike. Sarah will contact Rose State about pricing and see if she can get a deal. The group will just need a big conference room and a couple of breakout rooms.

### **c. Possible Keynotes**

- Speaker will need to be available late October/early November
- To go along with the "going back to basics" themes suggested by Karl, Sarah suggested finding a speaker, either in or outside the Library world, to talk about customer service.

## **6. New OK ACRL Logo**

- The board discussed whether the OK-ACRL logo should be updated or changed completely.
- Nicole had forwarded an email from ACRL explaining the rules around the new chapter logos. According to this email, ACRL chapters are not required to use the new blue logo, however, if chapter wish to use the name ACRL on publications, advertisements, etc., then they must use that logo.
- OK-ACRL will update the logo to the new blue color to keep within these guidelines.

## **7. Digitization of Archives**

- Right now the chapter is storing digital content on server space at OSU.

- Sarah: the chapter would like to move away from storing content at individual institutions.
- Beth: More financial information is on USB drives than online. Some of this may not need to be archived.
- Sarah: Will look to see how much documentation needs to be hosted. Depending on the amount, Dropbox may be an option. The chapter also has a Google Drive account.
- This topic will be revisited at a future meeting.

## **8. Future of PASIG**

- The chair position has been empty for some time. Should the chapter move to revive or dissolve the subgroup?
- Beth: When the group was active, it was a great group, but no one wanted to lead, since most members active in public services felt they could not take time off from their work to attend meetings, etc.
- Sarah explained that the original purpose of PASIG (Public and Access Services Interest Group) was to get people working in Access Services together to talk about topics of interest.
- It was decided that the chapter will attempt to revive the subgroup, especially since this year's conference theme is so closely related to public and access services. Perhaps the conference could be used as a venue to revive the subgroup?
- Sarah proposed that she update the PASIG website to include the full name of the subgroup and put up a call for interest in leading the group.
  - Karl submitted the motion to do so.
  - Steve seconded the motion.
  - All were in favor.

## **9. Other discussion**

- Beth needs any updates on new OK-ACRL officers so that she can update the website. Whitney Vitale is the new Secretary and Sarah Whittle is the new chair of COIL.
- The next meeting will be held on Friday, February 26<sup>th</sup> at Rogers State University in Claremore, directly following the COIL meeting. Board members who are not going to the COIL meeting may join the meeting online as well.

## **10. Adjournment**

- Meeting was adjourned at 3:25pm.

## **OK-ACRL Treasurer's Report**

2016/01/29

Submitted by Emrys Moreau

### **Accounts**

**10,923.96**

*Current amounts and information as of 2016-01-29*

**Checking account balance = \$10,923.96**

Beginning balance for last report on 2015-12-17 = \$9,981.53

**Deposits = \$325.00**

- 2016-01-22 : 1 check for conference registration (TCC) = \$325.00
- 2016-12-17 : Transfer from PayPal account = \$617.43

**Withdrawals = \$0.00**

### **Other balances:**

Cash box balance (*not included in budget*) = \$70.00

Credit card balance = \$0.00

Credit card spending limit = \$3,000.00

PayPal account balance = \$0.00

**Credit Card Purchases = \$0.00**

### **Outstanding Invoices**

Total amount of unpaid invoices = \$445.00

All are invoiced and awaiting payment.

- OSU-Tulsa – registration fees for 3 to attend annual conference = \$195.00  
*Invoice emailed on 2015-11-01*
- OU SLIS – sponsorship payment for annual conference = \$250.00  
*Information and invoice emailed to Jenifer Fryar on 2015-11-02 / invoice re-sent to JF on 2015-12-02*

### **2015 Annual Conference**

**TOTAL ATTENDEES = 56**

Total registered = 57

Total cancellations = 1

Total no-shows = 2

Total unregistered attendees = 2

**TOTAL ANTICIPATED SPONSOR INCOME = \$1,514.95**

**PAID = \$1,264.95**

**UNPAID = \$250.00**

EBSCO = \$485.20

Ex Libris = \$488.70  
Elsevier = \$242.45  
OU SLIS = \$250.00  
Impulse Creations = \$48.60

**TOTAL ANTICIPATED REGISTRATION FEE INCOME = \$2,219.43**

**PAID = \$2,024.43**

**UNPAID = \$195.00**

Total standard purchase orders : 16 (\$65.00/ea) = \$1,040.00  
Total student purchase orders : 1 (\$25.00/ea) = \$25.00  
Total PayPal payments : 9 (\$63.27/ea) = \$569.43  
Total cash/checks : 9 (\$65.00/ea) = \$585.00  
Total presenters : 21 = \$0.00

**TOTAL EXPENSES = \$2,444.99**

Guest speaker = \$1,142.38 (\$750 honorarium + flight + hotel)  
General supplies = \$91.69 (name badges + trophy)  
Door prizes = \$463.67 (2 Kindle Fires + webcam + 2 B&N gift cards + 3 Starbucks gift cards)  
Food & drinks = \$238.05  
Lunch = \$509.20 (Spaghetti Warehouse)

<b>TOTAL ANTICIPATED INCOME</b>	<b>+</b>	<b>\$3,734.38</b>
<b>TOTAL EXPENSES</b>	<b>-</b>	<b>\$2,444.99</b>
<b>TOTAL ANTICIPATED PROFIT</b>	<b>=</b>	<b>\$1,289.39</b>
<b>TOTAL UNPAID INCOME</b>	<b>-</b>	<b>\$ 445.00</b>
<b>TOTAL ACTUAL PROFIT</b>	<b>=</b>	<b>\$ 844.39</b>

**2015 Annual Accounting**

Beginning balance = \$9,964.24  
Ending balance = \$10,598.96  
Profit = \$634.72

**Non-financial Notes**

- Did anyone take photos at the conference?
- Brick & Click is scheduled for Friday, November 4, 2016
- OLA Annual Conference is March 30<sup>th</sup> – April 1<sup>st</sup> : do we want a vendor table? We would pay \$50 for a decorator fee.
- Vertical banner for events?
- We need to order promotional items