

**Oklahoma Chapter of the Association of College and Research Libraries
Friday, February 26, 2016
Rogers State University, Claremore, OK and online via 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, Kaitlyn Crotty, Elizabeth Jones, Tiffany Benson, Whitney Vitale, Sarah Whittle, Adam Brennan.

1. Call to Order

Sarah Clark called the meeting to order at 2:09 pm

2. Approval of Minutes

The October and January minutes were submitted and approved with no changes.
Motion - Steve Locy. Second – Nicole Sump-Crethar.

Whitney Vitale will send a copy of the January meeting minutes to Beth Jones to be put on the website.

3. Reports

a. Interest Group Reports

DSIG: No report.

COIL: Sarah Whittle reported that COIL had just ended their meeting at Claremore. In January, they hosted a meeting at OSU Okmulgee. She will present later in the meeting on the unCOILed Conference in July.

Adam Brennan mentioned that the COIL book club will be reading "Rethinking Reference for Academic Libraries."

PASIG: No report.

b. Treasurer's Report (Emrys Moreau)

- The chapter has a current balance of \$10,923.96.
- There is still a check outstanding from OU and UCO received a \$250 check that they will forward to the chapter.
- There is still an outstanding invoice from OSU Tulsa that needs to be taken care of.
- Emrys has registered OK-ACRL as a vendor for the Oklahoma Library Association (OLA) conference. We will pay this fee when we receive the invoice.

4. Old Business

a. OLA – Purchasing Items for OLA Booth and other events

- Beth had emailed out the list of possible OK-ACRL swag items to give away to the OK-ACRL Board listserv after the last meeting. The group discussed their preferences for giveaways at OLA and other future events.
- It was decided that the chapter should purchase notebook and pen sets and the computer monitor mirrors.
- Sarah suggested that the chapter purchase 250 notebooks at \$1.41 each and 250 mirror monitors at \$1.64 each. Karl Siewert suggested that the chapter logo should be on the notebooks, but only the letters of OK-ACRL should be on the mirror monitors. Motion – Steve Locy. Second – Megan Donald. All were in favor.

b. OLA – Advertising and sponsoring a session

- Emrys mentioned that OLA has the session sponsoring opportunities up on their conference website. She suggested that our chapter sponsor a session related to academic libraries.
- It was decided the chapter would just have a booth and hand out door prizes.
- Emrys suggested that the chapter purchase a vertical banner for OK-ACRL to replace the current banner. The banner would need to be 24 x 70 inches. Karl suggested the chapter hire a graphic designer to help design it. The new banner could be printed locally and would probably cost \$70 -\$100. Since the banner would not be completed before the OLA conference, the discussion was tabled until a later date.
- The existing banner will be used for the chapter's booth at OLA. Nicole Sump-Crethar will also ask David Thompson to design a small OK-ACRL sign to put on the table at the booth.

c. Update on OK-ACRL Conference Planning

- Sarah Clark has been making calls about the venue for the OK-ACRL conference. Rose State College charges \$300-\$350 per day for the larger lecture hall space and \$150 per day for break out rooms. Nicole mentioned that Melissa Huffman from Rose State had given them a deal on this fee in the past, but they had to use their catering service for lunch. Steve Locy suggested that the attendees could just be responsible for their own lunches.
- Sarah Clark will look into whether Langston University in Guthrie or UCO might serve as good venues. Sarah will also call Melissa at Rose State to confirm the cost.

d. Brainstorming of Possible Keynotes for Conference

- Sarah Clark reiterated that the theme of this year's conference will be back to basics, with a focus on patron services. It is hoped that this year will serve to resuscitate the PASIG section.
- Nicole suggested that we invite someone from Southwest Airlines to speak about public services. Sarah Clark will investigate this possibility.
- Emrys suggested that we could invite a speaker from Disney to speak about their guest experience. Sarah Whittle will follow this lead to see if we can find and afford a speaker from Disney.
- Last year's speaker cost about \$1,200, but it typically costs a few thousand. Sarah Clark would like to see this year's conference have a big speaker.
- Steve Locy suggested that the chapter see about getting a sponsor to help with the bottom line. He also offered to call Proquest to see if they would have someone to speak about patron services.

5. New Business

a. Update on unCOILed 2016 (Sarah Whittle)

- Sarah Whittle will send out the budget for the unCOILed conference when she has it.
- The theme of the conference in July will be multiple literacies and it will be held at OSU in Stillwater.
- Matt Upson and Cinthya Ippoliti are using their connections to bring in 3 members from the New Literacy Alliance (NLA) in Kansas to speak at the conference. It would cost \$660 to provide them with food and lodging for Thursday night into Friday morning.
- It was suggested that the conference have a \$15 registration fee to help cover these costs (with a pre-registration option via PayPal).
- Dr. Brown from OU will be registering 5 of her students for the conference.
- Sarah Whittle mentioned that Cinthya has an endowed chair at OSU and has money she has offered to use for COIL.
- Sarah Whittle does not need the budget approved yet, but is just giving the chapter a report on what COIL needs.
- The last unCOILed had 56 attendees, a record turnout. Over the last 3 years, there was an average of 40 attendees. Based on these numbers, they expect to take in \$575 (for the speakers costs), with the hope that OSU will provide the food.
- It was suggested that registration fees could be increased to \$20-\$25. Sarah Clark suggested that \$16 would be good amount. Emrys mentioned that OSU may be sending a lot of librarians to unCOILed this year, so it may end up being another record year.
- Sarah Whittle will finalize numbers with Emrys and Sarah Clark. She asked if COIL would need to have a contract for their speakers to sign. Nicole said that although the chapter does not require it, it might be

helpful to have a letter for the speakers that includes an agreement of what the chapter is paying for, etc.

- Since the official budget was not ready for approval yet, there was no vote.

b. Join.Me Discussion

- OSU's institutional membership that the board has been using for online meetings is expiring. Should the chapter purchase it's own membership? The cost would be \$20/month for 5 administrator logins.
- To help with the login limit, generic administrator email accounts could also be created for the OK-ACRL officers. For example, president@okacrl.com could be the email account for all future presidents to use.
- Beth Jones asked if we wanted to investigate WebEx or other options. She will investigate options. Then the chapter will vote at the next meeting.
- Karl moved to approve the creation of the generic email accounts for OK-ACRL officers. Nicole seconded the motion and all were in favor.

6. Other Discussion

- Beth Jones mentioned that the ExLibris Users of North America (ELUNA) Meeting will be held in Oklahoma City in May. The technical seminar and meeting registration costs together will amount to \$1,000. She suggested that the chapter give out partial scholarships for this meeting. Nicole agreed with this idea, as the meeting was going to be held locally this year and many OK-ACRL members would be attending. It was agreed that OK-ACRL Board members would not be eligible for the scholarship.
- Emrys would rather the chapter focus on providing general scholarships for young professionals or MLIS students that they can use to attend OLA, OK-ACRL or other Library conferences.
- Sarah Clark would also like to see the chapter offer a professional development scholarship that could be used for any conference or professional opportunity.
- Beth will write up a proposal for a professional development scholarship to bring before a vote at a future meeting. Sarah Clark will also research this option.
- Beth suggested that the chapter should keep a minimum balance in the budget, and give out scholarship funds based on any funds over this balance.
- Karl announced that the OLA conference is in need of projectors to borrow. Nicole will investigate whether OSU Stillwater could loan out these projectors.

7. Schedule Next Meeting

- a.** The next meeting will be held on March 25th at 2pm. It will be an online meeting.

8. Adjournment

- Meeting was adjourned at 3:26pm. Motion – Steve. Second – Emrys