

**Oklahoma Chapter of the Association of College and Research Libraries**  
**Friday, April 15, 2016**  
**online via Zoom**

Minutes submitted by Whitney Vitale.

**Present:** Sarah Clark, Karl G. Siewert, Steve Locy, Emrys Moreau, Elizabeth Jones, Whitney Vitale, Sarah Whittle.

**1. Call to Order**

Sarah Clark called the meeting to order at 11:37 a.m.

**2. Approval of Minutes**

The February minutes were submitted and approved with no changes. Motion - Steve Locy. Second – Karl Siewert.

**3. Reports**

**a. Interest Group Reports**

DSIG: No report.

COIL: Sarah Whittle reported on the planning for the unCOILed Conference in July. She confirmed that Cinthya Ippoliti from Oklahoma State University (OSU) will be able to use the funds from her endowed chair to cover expenses for the speakers from the New Literacy Alliance.

Sarah Whittle reports that Megan Donald told her that COIL gave out \$250 in door prizes at last year's unCOILed. They would like to do the same this year. Oklahoma University's SLIS program also provided breakfast and snacks last year and the chapter only paid \$30 on top of the \$250 that SLIS paid. How much should the chapter spend for this year's conference?

Sarah Clark suggested that the chapter could cover breakfast and snacks this year. She reported that SLIS is already planning to register 5 students, but she will also ask Dr. Brown if the program would be able to fund some food, as well.

In total, Sarah Whittle proposed that the unCOILed budget would be \$400 in total. This includes \$250 for door prizes and \$150 for breakfast and snacks. This budget was brought up for a vote. Motion- Steve Locy. Second – Beth Jones. All approved.

PASIG: No report.

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

- The chapter paid for web hosting for 1 more year.
- Emrys also used the credit card to purchase swag items for the chapter.
- This is still one outstanding invoice from OSU Tulsa. Their check was lost, so they canceled it and sent another. Emrys also sent them a new invoice.
- The chapter will have a \$50 expense for the booth at Oklahoma Library Association (OLA). Emrys will send that check over the weekend.
- Steve asked if the chapter has an interest accruing account. It does not. Sarah Clark suggested that the chapter discusses this option in the future, but cautioned that it may make the chapter's taxes more complicated. Beth suggested that it might be a better idea to put some funds in a high yield account.

**4. Old Business**

**a. OLA Conference Booth Recap**

- The chapter purchased 250 computer monitor mirrors, brought about half of them to the conference, and ended up giving out 78-80 items. The notebooks did not arrive in time for the conference.

**b. Update on OK-ACRL Conference Planning**

- Sarah Clark has been in touch with Rose State College. She confirmed that it will cost \$350 to rent the larger lecture hall space and \$150 for break out rooms.
- Sarah Clark will also contact University of Central Oklahoma (UCO) to see what the costs for their facilities would be. A backup location will be Langston University. This location has been used for OK-ACRL events previously.
- Sarah Clark contacted Southwest Airlines about sending a speaker on customer service, but they do not offer external corporate training.
- Sarah Whittle reported that she contacted Disney for a customer services speaker, but that the price was pretty steep. She will continue looking into this option, however, if we are willing to pay for it.
- Sarah Clark will continue to look for other speakers that could present on customer service in Libraries.
- Steve Locy will contact Proquest to see if anyone there could speak on customer service for the conference.
- The possible keynote speakers will be lined up for approval by next meeting.

**c. unCOILed 2016 updates (Sarah Whittle)**

- Sarah Whittle asked for an update about the contract for the unCOILed speakers. There will also be some paperwork involved in using Cinthya Ippoliti's endowed chair funds.
- Sarah Clark suggested that a letter that outlines the date, time, stipends, etc. would probably suffice as a contract for the speakers.
- Sarah Whittle will write this letter, add the OK-ACRL logo to it and pass it by Sarah Clark for approval before sending it to the speakers.

**5. New Business**

**a. Zoom Online Meeting Software**

- A subscription to Zoom would cost \$14.95/ month or \$149 for a yearly subscription. There is no time limit, unlike the 40 minute time limit for the trial.
- The login to the system would be tied to the [president@okacrl.org](mailto:president@okacrl.org) email.
- Under this subscription, up to 50 people at a time can attend an online meeting, so the system could also work for online conferences.
- Sarah Clark asked the chapter whether they would want to purchase a subscription. Karl Siewert moved for the chapter to purchase a year's subscription at \$149. Steve Locy seconded. All approved.

**6. Schedule Next Meeting**

- a.** The next meeting will be held on May 13<sup>th</sup> at 1:30pm at OSU Tulsa's PolyCom room, and online via Zoom. Interested board members can meet for lunch before the meeting. Since Whitney Vitale cannot attend, Steve Locy has agreed to take notes for the minutes.

**7. Adjournment**

- Meeting was adjourned at 12:08pm. Motion – Steve. Second – Emrys.