

Oklahoma Chapter of the Association of College and Research Libraries
Friday, July 22, 2016
online via Zoom

Minutes submitted by Whitney Vitale

Present: Sarah Clark, Elizabeth Jones, Steve Locy, Whitney Vitale, Karl G. Siewert, Emrys Moreau, Nicole Sump-Crethar.

1. Call to Order

Sarah Clark called the meeting to order at 10:34 am.

2. Approval of Minutes

The June meeting minutes were submitted for approval. Steve motioned to approve the minutes. Karl seconded. The minutes were approved with no corrections.

3. Reports

a. Treasurer's Report (Emrys Moreau)

The chapter has a current balance of \$10,011.16, which is more than in the last report. The check from OSU Tulsa from last fall's conference was deposited. There was also a \$300 plus transfer from the chapter's PayPal account from the unCOILed conference registration.

Around half of the unCOILed attendees used the prepayment option via PayPal for their registration. The other half paid via cash or check onsite. This was a change from last year when very few attendees paid through PayPal. This registration seemed a lot less hectic.

The Visa account was paid twice since the last report. Emrys has renewed the web hosting fee. The other charges were for unCOILed. We have one outstanding invoice of \$15.

The financial report on unCOILed is that 48 people registered for the conference and 47 attended. The event took in \$647.21 with an anticipated profit, after expenses, of \$251.89.

Sarah Clark has emailed Arta Kabashi, the keynote speaker for this year's fall conference, for a photo and bio and she will also get more information on whether the chapter needs to get a hotel room for her. Sarah asked if there was a hotel by Rose State. Emrys mentioned that there is a Sheraton that is associated with the conference center, which would make sense as an option. Emrys has already booked a room at that hotel. Sarah will pass along Arta's email and phone to Emrys to make the needed arrangements.

Emrys mentioned that it was time to go through and update the membership list that we have. Should we do a formal review and send out emails to everyone to verify their membership and contact information?

Sarah asked who traditionally does this work. Emrys did this when she was a secretary, but doesn't think it's any officer's official responsibility. Emrys volunteered to take it on. Whitney and Sarah offered her help as well.

Steven mentioned that, in the past, they were able to contact ACRL and ask for all affiliated Oklahoma members. Sarah said that that chapter stopped doing this when we stopped charging for membership.

b. Interest Group Reports

DSIG: No report.

COIL (Emrys Moreau):

As Sarah Whittle was unable to attend the meeting, Emrys gave her report on the unCOILed conference. The conference was held one week ago. The profit that Sarah has listed is \$15 under the treasurer's report because SLIS has not yet paid the registration fee for a student. Emrys counted this registration and Sarah did not. SLIS will be paying this. The group kept the expenses under \$400. OSU did a great job hosting. It was a nice venue and the food was really good.

Special thanks to Cinthya Ippoliti for handling the food and arrangements at OSU. Thanks also goes to Megan McDonald who did a great job preparing for the conference. They got 32 responses from the feedback forms they handed out. From the responses, 19 attendees gave the conference an excellent rating and 13 gave it a very good rating. No one rated it lower. Some liked the unified group sessions and some preferred having had optional breakout sessions. Others wanted more hands on, interactive learning. Cinthya will use the responses in planning next year's conference.

Sarah has already contacted the presenters and shared feedback. She has the ticket wheel and the name tag lanyards. Emrys has the empty name badge sleeves. They will keep track of those until the November conference.

Looking to COIL's fall programming: There will be a face to face meeting in September, an online book club in October and they will encourage their members to attend the OK-ACRL Conference in November. There will be no events or meeting in December.

Sarah stated that it sounds like it was another excellent workshop.

PASIG: No report.

4. Old Business

a. Update on OK-ACRL Conference Planning (Sarah Clark)

i. Update On Vendor progress/brainstorm more vendors to contact (Sarah)

Our first vendor to respond to our call is Springshare. They have agreed to sponsor \$250 for the conference. Dr. Burke from SLIS just sent an email with a lot of questions about their past donations. It is likely they will donate again. They are also definitely interested in sponsoring some of their students to attend.

ii. Update on Call for Proposals (assigned to Karl Siewert)

Karl has drafted a call and it was emailed to the meeting attendees. Most of the changes he made from last year's Call are changes to the themes and dates. The topics for the conference and the types of sessions listed are also new this year. Karl thought it would be helpful for people to know how many sessions there are in total. Also, he would like to add a standard length for sessions. Will that still be 50 minutes? Steven responded with a yes.

Karl would also like to set the proposal due date and "when will I have an answer" date? The due date this year for proposals will be the October 7th.

The google link to the online submission form still goes to the old one. We will need a new one. Any suggestions for changes?

Beth Jones will create a new form on the chapter webpage for proposal submissions. Steve suggested that the form should include an option for proposing a lightning round or a standard session.

Sarah would like to clarify in the Call that the lightning sessions will be done in lieu of poster sessions in the Call. Steve wants to state in the Call that there will be a keynote speaker related to the theme.

Steve wants to clarify how many side rooms are booked at Rose State. Sarah said that we have a main conference rooms and 2 break out rooms. There will be up to 3 break out sessions per time slot.

Sarah mentioned that there is usually a keynote, 1 morning session and 2 afternoon sessions. Steven suggested putting a limit on the number of sessions, such as 6 or 9? Beth and Sarah suggested not

setting a session limit, since many times the schedule is based on the number of proposals. The number of sessions limit was dropped from the Call draft.

Karl will make the updates to the Call.

iii. Update on Food options (Elizabeth Jones)

Any food for the conference needs to be ordered through Rose State catering. She had sent out the brochure for food and pricing, but hadn't called back until there was consensus on what we want to order.

Steve would prefer to have lunch at the conference, based on his previous experience at Rose State. Sarah stated that since we had saved money with speaker fees this year, she would also prefer for the chapter to cover lunch.

Beth suggested that maybe next year, we should up the registration fee from 65 to 70. The \$65 amount has been the same for 11 years. Sarah would like to wait and see how the budget works out for this year's conference. The vendor support may be able to get us through. Emrys believes the SLIS will probably donate \$250 this year, based on last year's contribution. Emrys also agrees that this isn't the year to raise the registration, but perhaps next year, raise the fee. Sarah thinks they can do that, especially if they can get a more named speaker. Then they can really sell the price increase.

Coffee service is free with the room charge, but we have to pay for everything else. The room charge is about \$500-600 for all three rooms. This charge is new for the chapter, since in the past, we have used free venues. Steve suggests that we put a question in the conference evaluation form to ask how people feel about a \$5 increase in the conference registration fee for next year. Sarah agreed, since this will set the table for this change next year.

Sarah thinks the conference get more turnout the years that we cater lunch. Beth thinks we get better turnout the years that we have it in Tulsa, but is not sure if we keep these stats officially. Sarah thinks we should do a survey to ask about the increased fees and what location people prefer. Beth thinks we should send the link out to the entire membership list. Emrys volunteered to do an analysis on numbers of attendees at each conference location and see where the attendees traveled from to get to each conference.

Steve pointed out that OSU's Friends of the Library dinner is the same night as the conference. This may affect attendance at the conference,

as OSU Librarians are often asked by administration to attend the dinner.

Beth will look at options for food and send it to the board listserv and then get pricing based on that feedback. Sarah would like to see one or two options for a day's option and we will all vote next month on the food.

We will also discuss the survey more at the next meeting, as well.

iv. Discuss Door Prizes (All)

Emrys reported that last year, we spent under \$464 and that is taking into account that we had sponsor income at just under \$1,500). Last year we had to pay for our speaker. In terms of door prizes last year, there were two Kindle Fires, a web cam, two \$25 Barnes and Noble gift cards and three \$15 Starbucks gift cards.

Nicole suggested we give out the Kindle Paperwhite e-book reader. Karl suggested giving out a Kindle Paperwhite and an android tablet. Can get both for about \$119 each. Sarah agreed to give out one Kindle Paperwhite and one android tablet and round out the gifts with another web cam and more gift cards.

Emrys suggested that we wait until closer to the conference, when new versions usually gets released prior to Christmas. Sarah would like to order the door prizes in October. All agreed.

Sarah would also like to approach one or two other potential conference vendors for sponsorship. She will reach out to Springer again. OneNet was not able to commit. Are there any other vendors to reach out to? Last year we had EBSCO, Ex Libris and Elsevier sponsor. The chapter was only going to reach out to them every other year. Beth will look into more vendors to contact. Gaylord and Demco may be possibilities for vendors. Sarah will also contact SirsiDynix.

Beth suggested contacting some 3-D printing vendors or archival product vendors. They may want to come set up a booth.

b. Discuss Outstanding Service Award (Sarah Clark)

Nicole Sump-Crethar reported. She has sent out a link to a draft nomination form to the board. The draft lists a tentative due date of September 9th. According to the website, the nominations are due two months before conference. This date will give us enough time to get the award personalized. No one had objections to this due date.

Nicole would like everyone to look at the form and let her know if they see any grammatical or spelling errors.

Sarah asked if there was a field for the three letters of nomination for the award. Nicole will update the form to ask for the names of the writers of these letters. Then she will know who to expect the letters from. Steve suggested that there should be a character limit on some of the form fields. Karl noticed that there is 2 year window for nominations and asked if there is any nominees to pull over. There is not.

Nicole updated the form with the suggested changes. Beth will update the website with updated officer names associated with the award. Nicole will include the September 9th due date and send the link out to the membership list. Sarah will take on this responsibility next year.

5. Update on Prospective Officer Recruitment (Karl Siewert)

Sarah's colleague, Scott Murray, may be a good fit for a position. She will talk to him about this.

Karl wanted to clarify what positions are open for next year. The open positions and possible candidates so far are :

- Vice president: Karl reached out to one unnamed person and hasn't heard back
- 2 possible nominees for secretary: Scott Murray and Melissa Kunz
- Emrys has agreed to run for treasurer again.
- Beth Jones has volunteered to run for web master again.
- Steve Locy is running for member at large again.
- COIL and DSIG take care of their own nominations

Karl will send an email out to the membership for other possible officer nominations.

6. New Business

No new business

7. Scheduling Next Meeting

The next meeting will be held online via Zoom on Friday, August 19th at 10:30am.

8. Adjournment

Steve motioned to adjourn the meeting. Emrys seconded and it was approved. Time: 11:28 am.