

Oklahoma Chapter of the Association of College and Research Libraries
Friday, August 26th, 2016
online via Zoom

Minutes submitted by Whitney Vitale

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

1. Call to Order

Sarah Clark called the meeting to order at 10:32am.

2. Approval of Minutes

The July meeting minutes were submitted for approval. The correct spelling of Melissa Kunz's name was pointed out for correction. There was also a typo in Karl Siewert's name as listed in the July minutes.

Emrys Moreau motioned to approve the minutes. Jennifer Donner seconded. The minutes were approved with corrections.

3. Reports

a. Treasurer's Report (Emrys Moreau)

The full treasurer's report is appended to these minutes. Emrys reported that the final deposit from the cash and check registrations from the 2016 unCOILed conference had been made to the chapter's account. There is one outstanding invoice from OU SLIS for unCOILed registration. She has invoiced them twice and will call them to make sure the check was not mailed to Oklahoma State University in error.

There needs to be a new mailing address created for the OK-ACRL chapter. The current mailing address is Emrys's office at Oklahoma State University. Recently a piece of mail with the chapter credit card was opened by another OSU worker who would not release the card. This staff member informed Emrys that OK-ACRL may not be affiliated with Oklahoma State University in any way, including mailing address. Due to this new information, Emrys has done some research into how other library organizations handle their mailing addresses. Most of the organizations that she spoke with use the current treasurer's mailing address, although one has outsourced their address through Event Brite. This option is very expensive, however.

The other options are to rent a UPS or USPS PO Box. The pricing for these options are listed in the full treasurer's report. The chapter would have to also decide whether to go with a permanent or temporary mailbox. Beth Jones

mentioned that when she was treasurer and had to apply for a non-profit status, she needed to have a physical address. The IRS also requires a street address. Since UPS mailboxes have a street address, they may be a good option.

Emrys suggested that the chapter pay to rent a PO Box for a two year contract and make it part of the transfer process for future new treasurers to change the PO Box address to one that is convenient for them. Sarah Clark was concerned that the chapter could not afford the UPS 2 year costs. Karl thinks it might be worth the expense to establish a permanent mailing address for the chapter. Steve asked how much it would be to have mail forwarded from this permanent address to the treasurer's institutional address with a USPS box. Emrys explained that temporary mail forwarding through USPS is \$1.05 for six months, and can be renewed for a year. However, after a year, it costs \$18.65 per week. Since a treasurer's term is 2 years, that may not work well.

Beth suggested that the chapter start with a UPS box for 24 months and see if we can switch the address at the end of Emrys's term in 4 months. Emrys will call and ask about the possibility of switching the address after 4 or 6 months. Emrys made a motion to approve this action. Karl seconded and all approved. Sarah thanked Emrys for all her research and follow up with the new address question.

Karl moved to approve the treasurer's report. Steve seconded and all approved.

b. Interest Group Reports

COIL (Sarah Whittle):

Sarah wished to thank Megan Donald and Emrys Moreau for reporting on the unCOILed conference at the last board meeting. She also thanked the board for supporting COIL.

There will be no COIL meeting in August since it is such a busy time for members. On Friday, September 30th, there will be a COIL meeting at Tulsa Community College. At this meeting, the recipients of the ACRL Assessment in Action (AiA) Grant from NSU Tahlequah and TCC will share about their assessment projects and findings, the Community of Practice type of program, and offer assistance to those interested in beginning their own assessment project.

On October 28th, COIL will hold an online book club via Zoom. They will be discussing *Teaching Information Literacy Threshold Concepts: Lesson Plans*

for Librarians by Patricia Bravender & Hazel McClure. They will most likely pick one or two chapters from this book to discuss.

There will be no COIL meeting in November. Instead COIL will be promoting the chapter conference. There will be no meeting in December.

Sarah Whittle asked when COIL should send information out for voting for 2017 officers. Sarah Clark suggested that she used the chapter conference to start the process. She also suggested that Sarah Whittle could send an email out now and have the election at the conference in November. Megan Donald added that there has not been elections for COIL the last few years. Beth offered to give up the webmaster position for COIL. Sarah will contact the COIL officers to see who wants to stay in their current positions.

Cinthyia Ippoliti will be COIL chair next year. Right now the Vice-Chair position is open and no one has expressed interest in this position. Megan Donald suggested that Matt Upson might be interested. Sarah Whittle will reach out to him to see if he is interested in the office.

Finally, Sarah Whittle let everyone know that Karl has the lanyards and raffle tickets and Emrys has the name badges for the November conference.

DSIG: No report.

PASIG: No report.

4. Old Business

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

i. Sponsors, door prizes, etc. (Sarah Clark)

OU SLIS confirmed their \$250 sponsorship for the conference, in addition to paying for some of their students to attend. Springshare has also donated and Proquest is donating the keynote speaker. We will hold off on deciding door prizes until a later meeting.

ii. Vote to approve menu (Beth Jones)

Coffee service is free with the room reservations at Rose State. Through their catering service, there is an option to purchase a tray of assorted bagels for \$120 for breakfast. For lunch, the chapter can choose a deli buffet for \$650 or a baked potato bar with a mixed salad for \$445. The baked potato bar also comes with water, coffee and tea. Beth is leaning toward the baked potato bar since it would serve those with vegetarian, vegan or gluten-free meal needs. There is an additional afternoon

cookie tray option for \$57. The total cost with breakfast, potato bar and afternoon cookie tray will come to \$622.00.

Sarah Clark said that this seems like a reasonable amount, considering our sponsorships. Steve motioned to approve this menu for the conference. Emrys seconded and all approved. Beth will copy Emrys and Sarah Clark on all of the emails with the caterer.

iii. Vote to approve Call for Presenters (Karl Siewert)

Karl had emailed the draft for the Call to the membership earlier. Sarah Clark asked that the location of the conference be added to the call. Steve suggested that Karl add a section on who to contact for further questions. Karl will put his name and email address down for that section. Karl will send the Call out on Monday.

iv. Other conference items (All)

Beth will get the online registration up online. The speaker's bio is already up on the website.

v. Update on Outstanding Service Award (Nicole Sump-Crethar)

There is 1 completed nomination with all of letters of nomination submitted. The deadline is September 9th, so please let people know who might be interested in nominating someone.

5. Update on Prospective Officer Recruitment (Karl Siewert)

Karl is still waiting to hear back from Scott Murray to confirm if he would like to run for secretary. On Monday, he will send an email out to let the membership know that the chapter is accepting nominations for webmaster.

6. New Business

Whitney offered to take care of creating the handout packets for the conference. She will contact Debbie Clemons at Oklahoma State University to see if she has any folders to donate. Sarah has pencils that she can donate.

Also, Sarah Clark will add a discussion topic about using the conference to revitalize PASIG to the agenda for the next meeting.

7. Scheduling Next Meeting

The next meeting will be a lunch and tour of the conference location at Rose State on Thursday, September 22nd at 11:30. Beth will contact Rose State to see if we can get a tour of the facilities. Details on lunch will be decided closer to the date.

8. Adjournment

Steve motioned to adjourn the meeting. Nicole seconded and it was approved by all.
Time: 11:45.

Appendix:

OK-ACRL Treasurer's Report

2016/08/26

Submitted by Emrys Moreau

Accounts

Current amounts and information as of 2016-08-25

Checking account balance = \$10,342.48

Beginning balance for last report on 2015-07-22 = \$10,011.16

Deposits = \$331.32

- 2016-08-19 : \$330.00 check and cash payments for unCOILed 2016 + \$1.32 reimbursement of accidental Amazon purchase on 2016-07-04 = \$331.32

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 = \$15.00

- 2016-07-18 : OU SLIS = \$15.00 (1 student registration for unCOILed 2016)

Treasury Items for Discussion: Mailing Address

OK-ACRL cannot be associated or affiliated with OSU in any way, including using a campus office to receive OK-ACRL mail. I have canceled our OK-ACRL Visa card which is being withheld from us by an OSU staff member. Security Bank has mailed a replacement Visa card to my home address.

I have contacted treasurers of other ACRL chapters to find out how they handle their organization's mail. The majority of treasurers I heard back from said they have always just used their treasurer's campus office address and then changed the address each time a new treasurer is elected.

- Becky Donlan - Florida Gulf Coast University Library – Treasurer's office at their campus
- John Bourgeois at Nicholls – Treasurer's office at their campus
- Jordan Nielsen at San Diego State University – Treasurer's office at their campus
- Debbie Cobb at South Alabama – Treasurer's office at their campus
- Ellie Goldberg at Delaware County Community College – Treasurer's office at their campus
- Jennifer Sterling at WM Penn – Outsourced the association and chapter administrative duties to a management company
- Jessica Adamack at UMASS – One board member uses their address for the general mail and then they forward any mail they receive on to the appropriate person. They use Eventbrite for all events, and if an event accepts checks or cash, the event planner will list their name with their campus office address on the Eventbrite page, and then they receive all the checks at their work address. Then they send all the checks to the treasurer's campus office. Sponsors of the annual event usually pay online, but can also choose to mail a check to the campus office of the coordinator who then forwards it to the treasurer at their campus office.

At this time, our options are:

- Use another board member's campus office address
 - Pros – Free, low-maintenance
 - Cons – Our mail has gotten lost and mis-delivered previously when sent to a campus office, changing our address frequently causes confusion, it's difficult to get our new address in to the PO systems of some universities
- Rent a USPS mailbox
 - Pros – This is the lowest cost rental without considering forwarding, theft and mis-delivery would not be a concern, the new treasurer could choose to rent a mailbox close to their home/work, local board member could pick up and forward the mail once a month
 - Cons – Might still include a change of address when the treasurer is located in another city, mail forwarding costs are very high, mail forwarding will not cover a 2-year term
- Rent a UPS mailbox
 - Pros – This would give OK-ACRL a street address (which *could* be permanent), theft and mis-delivery would not be a concern, the new treasurer could choose to rent a mailbox close to their home/work, least expensive option for mail forwarding, no limits on mail forwarding service time so would cover a 2-year term, local board member could pick up and forward the mail once a month
 - Cons – Most expensive rental fees without considering mail forwarding

USPS Post Office Box

Small (3" x 5.5"):	Medium (5" x 5.5"):	Large (11" x 5.5")
3 months = \$20.00	3 months = \$31.00	3 months = \$53.00
6 months = \$35.00	6 months = \$53.00	6 months = \$93.00
12 months = \$70.00	12 months = \$106.00	12 months = \$186.00

Mail forwarding: Temporary mail forwarding is \$1.05 and can be set for up to 6 months. It can be renewed for an additional 6 months, so the maximum would be 1 year. This wouldn't really be practical since our Treasury position is 2 years. Premium forwarding service is a one-time enrollment of \$18.65 plus \$18.65 per-week.

UPS Store Mailbox

Small: (14.5" x 4" x 4.5"):	Medium (14.5" x 5.5" x 6"):	Large (14.5" x 11" x 6"):
6 months = \$132.00	6 months = \$144.00	6 months = \$216.00
12 months = \$204.00	12 months = \$240.00	12 months = \$394.00
24 months = \$360.00	24 months = \$432.00	24 months = \$624.00

Mail forwarding: Each forward request is a \$5.00 fee plus the cost of mailing to the other address. We could set it up so the mail is forwarded on the 15th of every month, which would be \$60 plus mail costs for a year of forwarding. Or we could have a board member stop by once a month to see if we have anything.

Discussion points:

- We do not receive mail with the exception of institution-issued checks for our annual conference. We typically receive a tax filing postcard reminder in January and then replacement credit cards as needed due to expiration or treasurer change. We receive our credit card and bank statements electronically and our taxes are filed electronically.
- Which option do we prefer?
- Are there other options we should consider?