

**Oklahoma Chapter of the Association of College and Research Libraries
September 22, 2016
Midwest City, OK**

Minutes submitted by Whitney Vitale

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

1. Call to Order

Sarah Clark called the meeting to order at 11:18am.

2. Approval of Minutes

The August meeting minutes were submitted for approval.

Steve Locy motioned to approve the minutes. Elizabeth Jones seconded. The minutes were approved.

3. Reports

a. Treasurer's Report (Sarah Clark for Emrys)

The full treasurer's report was emailed to the board prior to the meeting and is appended to these minutes.

The chapter has a checking account balance of \$10,342.48. There were no new deposits or withdrawals. One student registration from the unCOILed conference is still pending from OU SLIS.

There was an update on Emrys's research into getting a UPS mailbox for the chapter. She reports that the shortest lease for a mailbox would be 6 months at a time and the mailbox cannot move between UPS locations during those 6 months. Emrys is willing to take responsibility for the mailbox in the Tulsa area for the initial 6 month lease and see what can be done at the end of that period.

Since mail can always be forwarded from the UPS mailbox to the address of the future treasurer if he or she is no in the Tulsa area, it is likely that the chapter will keep the Tulsa UPS box as their permanent official address going forward and use mail forwarding, if necessary, in the future.

b. Interest Group Reports

COIL (Sarah Clark for Sarah Whittle):

The September COIL meeting will be held next Friday, September 30th. This will include lunch at 11:30 at Zio's. Sarah will attend this meeting. The speakers will be librarians from TCC and NSU Tahlequah and will be talking about their involvement with an ACRL Assessment in Action (AiA) Grant. The theme will "don't be afraid to make mistakes." They will also offer advice on assessment strategies.

Sarah Whittle is starting to put together a slate for nominees for 2017 COIL officers. She will send out an email to the memberships seeking nominees to fill in any gaps. Sarah Whittle wanted to know if COIL used paper ballots last year. Sarah Clark said that there will be paper ballots at the conference and there will also be an online election form. Although, last year, there were no elections, since there were not contested positions.

DSIG (Sarah Clark):

There was no meeting held this month. DSIG is basically Tiffany Benson at this point. There needs to be a conversation about reviving this group, in the same way as PASIG. Sarah does not like the idea of having the only active OK-ACRL interest group be only focused on information literacy.

Sarah also announced that Tiffany Benson is stepping down as chair of DSIG.

PASIG:

No report from the group, as it is not active. However, a conversation on the future of the group occurred. In the past, there used to be half day conferences that were successful. Monthly meetings would be a challenge because public service staff have a hard time getting away. There has also been a great deal of rapid leadership change and loss in recent years with this group. Beth Jones suggested that the group should perhaps be marketed to staff, as well as librarians. Sarah Clark and Whitney Vitale both know paraprofessionals who might be interested in helping to revive and providing leadership for PASIG. Sarah will bring up this idea at the annual conference. It might be a challenge for some staff to get time off for professional development. Whitney suggested that it might be a good idea to specify in the conference Call for Proposals that all staff, not just those with a library science degree, are welcome to submit. Sarah will work this conversation into the opening comments at the conference.

PASIG and DSIG may both also lend themselves to experimentation with an online workshop or conference, since a digital presence might be easier to attend than in person. Beth suggested that we test Zoom with a mock conference/ workshop before offering it to the interest groups since it's only been used for meetings so far. The limit on number of attendees on Zoom should be 100, but it might be closer to 50. Either way, it would be a sufficient number of attendees for an interest group to hold an online conference or workshop. Nicole mentioned that Amigos does a great job with its online conferences. They use Adobe Connect, which is out of our price range. Sarah is very interested in doing a mock conference to test out Zoom. COIL may also be interested in testing it out or even doing a simulcast of one of their conference sessions. Maybe we can start with a mock conference to test platforms or try out simulcasting. Perhaps the lightning round session at this year's conference could be a good beta e-conference session. It could even be offered for free.

Nicole also mentioned that DSIG and PASIG might be merged in the future, as well. It would need a new name, however. SAS (Systems and Services) was put forward as a possible new name.

4. Old Business

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

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

Karl mentioned that we were waiting for the holiday sales to start before buying the door prizes, so we can take advantage of the deals. Sarah also added that waiting until closer to the conference would allow us to see if any new versions of the electronics would be available and it would make the return process much easier for the winners, if they needed to do that. Sarah will touch base with Emrys in October to order the prizes. If the chapter goes with the same door prizes as last year, it would be purchasing 1 Kindle Fire, 2 webcams, and gift cards (\$30 Barnes & Noble, \$15 Starbucks, and \$30 Amazon).

Nicole suggested that the chapter should give away USB headsets instead of webcams. Also, Karl suggested that the chapter should purchase an android tablet instead of a Kindle Fire, as long as the price is comparable to the kindle. Sarah agreed to these changes.

Steve suggested sending the exact options out via email for the board to vote on online after Emrys prices them out.

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

Nicole presented the nomination letters for sole nominee for the outstanding service award. The board reviewed the nomination materials. Steve motioned to approve the nominee as this year's recipient of the award. Nicole seconded and all approved. The recipient will be announced publically at the conference. Nicole will find a way to make sure the recipient will attend the conference.

Nicole will look into ordering a plaque to give the recipient.

iii. Other pending conference items

a. Conference Hotel

Sarah Clark is planning to book a hotel room for the conference keynote speaker, Arta Kabashi. Proquest is allowing her to speak pro bono, but the chapter should put her up for the night. She will be driving up from Texas.

Karl has connections at Hampton Inn and will be speaking with the sales manager at the hotel to see if he can work out a good rate for a room block for conference attendees. Beth explained that typically, the chapter uses the credit card to reserve a certain number of rooms at conference rate and then can cancel them by a certain date if they are not needed. Karl, Sarah and Megan will stop by the local Hampton Inn after the meeting and get information on booking 1 room for Arta Kabashi and a block of 5 for conference attendees. Emrys will then make the actual reservation. They will email the board listserv with the information they find out. Sarah will email the membership about the possible hotel options.

b. Folders

OSU Library has agreed to donate 75 folders for handouts at the conference. Whitney will arrive early to help stuff the folders.

All board members agreed to get to the conference early to set up.

c. Conference Evaluations

Beth mentioned that Qualtrics was used for conference evaluations last year. Nicole took charge of them last year and will do so again this year. She is planning to use Qualtrics for both the online evaluations and for the officer elections. A link will be sent out the day of the conference. There will also be paper evaluation forms available at the conference for those that would prefer that method.

d. Other Conference Items

Sarah is planning to create a conference planning checklist for Karl's use next year when he is chapter president.

Sarah asked how many October meetings should be held prior to the conference. There may need to be 2 October meetings. There will be an early October meeting planned to vote on presentation proposals if there are more proposals than time slots. Nicole suggested that this may also be done via email. There should also be an additional meeting held about 2 weeks prior to the conference. The exact date and time of the next October meeting(s) will be handled over email.

Steve suggested putting the Rose State meeting space's room map up on the conference website.

There was no new update on registration numbers.

5. Update on Prospective Officer Recruitment (Karl Siewert)

Scott Murray has agreed to be nominated for treasurer. The roster of nominees or tentative nominees is below:

President-elect	Elizabeth Jones
Secretary	Scott Murray (tentative), Melissa Kunz, Cinthya Ippoliti, Garnet Nowell
Treasurer	Allison (Embry) Saenz, Scott Murray
Webmaster	Emrys Moreau, Tamara Kharabora
At-large	Steve Locy
COIL and DSIG	[handled internally] Chair-elect and secretary for each - Tiffany Benson resigning as DSIG chair, Kaitlyn Crotty possible COIL position

6. Scheduling Next Meeting

The next meeting will be scheduled via email.

7. Adjournment

Steve motioned to adjourn the meeting. Karl seconded and it was approved by all. Time: 12:17.

Appendix:

OK-ACRL Treasurer's Report

2016/09/22

Submitted by Emrys Moreau

Accounts

Current amounts and information as of 2016-09-21

Checking account balance = \$10,342.48

Beginning balance for last report on 2015-08-26 = \$10,342.48

Deposits = \$0.00

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 = \$0.00

- 2016-07-18 : OU SLIS = \$15.00 (1 student registration for unCOILed 2016)
I have just received this check as it was mailed to UCO and then forwarded to me.
I will deposit it in to our account this week.

Other Treasury Activity: Mailing Address

I have spoken with a manager at the UPS Store closest to my home. The minimum time we can rent the box is for 6-months and they will not allow a box account to be transferred to another UPS Store location.

I am willing to keep responsibility for the mail box and to forward items to the new treasurer for as long as needed. If the new treasurer is out of the Tulsa area, they could discuss moving the location with the board after our initial 6 month lease is up. Alternately, we could keep the Tulsa box as a permanent address and then whenever I leave the board, another board member in the Tulsa area could volunteer to take it over.