

Oklahoma Chapter of the Association of College and Research Libraries
January 27, 2017
Online via Zoom

Minutes submitted by Melissa Kunz

Present: Karl Siewert, Melissa Kunz, Jenn Donner, Sarah Clark, Scott Murray, Beth Jones, Steve Locy, Emrys Moreau

1. Call to Order
 - a. Karl called the meeting to order at 10:01am.
2. Approval of Minutes
 - a. The October meeting minutes were submitted for approval.
 - b. Karl Siewert motioned to approve the minutes. Sarah moved, Jenn seconded.
3. Reports
 - a. Treasurer's Report (given by Emrys; Scott will report next month)
 - i. The full treasurer's report was emailed to the board prior to the meeting and is appended to these minutes.
 - ii. No outstanding debts, no one owes us anything.
 - iii. All money for conference has been received.
 - iv. Emrys and Scott will meet to work on a hand-off.
 - v. Report taken as read.
 - b. COIL
 - i. Cynthia couldn't attend but sent the minutes ahead beforehand.
 - ii. Plans in motion for the UnCOILED conference, and their topic should mesh with OKACRL's conference this year.
4. Old Business
 - a. Conference Evaluations
 - i. Received from Nicole, have been placed into Google Docs.
 - ii. Received total of 12 responses, relatively positive.
 - iii. Perhaps consider bringing back paper surveys since the return rate was so low.
 - iv. Karl thinks it may be useful to send individual responses to presenters as needed as a form of feedback.
5. New Business
 - a. OLA Conference
 - i. We've been invited to exhibit at OLA. Would cost \$450 for a booth, but they usually charge us \$250.
 - ii. Some discussion of who from the Board would be able to go—Karl and Sarah or Scott are planning to be at the conference anyway.
 - iii. Beth suggested that Emrys and Scott work together to register for purposes of guidance.
 - iv. Emrys brought up purchasing a vertical banner for the booth because the horizontal banner can be a bit awkward. She offered to

price those out, and Beth said we may be able to get a discount from a company that makes them.

b. OK-ACRL Conference

i. Title

1. Karl proposed the title "Reaching Toward the Margins: Critical Librarianship in Academia"
2. Discussion: critical librarianship focuses on teaching strategy that reaches people who are most in need
3. Emrys wants to make sure that the conference includes technical services because the title focuses heavily on reference and instruction.
4. Sarah mentioned that tech services and cataloging use inclusive terminology in keywords and search terms, and that should be emphasized in the title or conference description.
5. Including examples from the literature could help make tech services librarians feel included and catered to.
6. Title tabled for now pending further discussion by email and Slack.

ii. Date

1. Discussion of whether to avoid November 10 since it is Veteran's Day Observed.
2. Brick and Click is the first Friday in November, and any earlier could conflict with Fall Break.
3. November 10 was reached as an acceptable date.

iii. Location

1. Karl proposes to move to the east end of the state this year.
2. Possible venues in Tulsa: OSU-Tulsa might be free, OSU Okmulgee IT, TCC, OU-Tulsa
3. Emrys will contact OSU-Tulsa, Beth will contact OU-Tulsa, Karl will contact Megan at TCC to ask about various campuses and the Center for Creative Teaching, as well as talking to Jennifer Tatum about OSU IT.

iv. Speaker

1. It's about time for us to host a national speaker, which would be someone on the National board. Beth believes that they would pay for the speaker's airfare.
2. Karl has also looked into other speakers in the field of critical librarianship: Jacob Berg, Sarah McNichol, James Elmborg, Kelly MacElroy, Nicole Pagowsky. Karl will send out an email with more information about each of them.
3. Emrys will contact National leadership to see about a speaker from them.

c. Survey instrument

- i. For the election and conference survey, we used Qualtrics through Nicole at OSU. It's not directly under our control, and it put more

work on her. Karl wants to look into getting a subscription as an organization for the future.

- ii. Beth has access to Qualtrics through this year and has offered her access.
 - iii. Karl contacted Qualtrics to look into a subscription—the three available options are \$4,000-\$7,000 per year, which is a substantial cost for us.
 - iv. Karl also looked into SurveyMonkey licenses, which run \$25-\$85 a month, which is more reasonable. Additionally, there is a student/educator pricing structure at \$18 per month, but he's unsure if we would be eligible. Emrys notes that Qualtrics counts organizations as separate from educational institutions. Also, we really only do surveys in October and November, so it may be worthwhile to only pay by the month. Beth brought up the fact that Qualtrics could limit by IP address, which prevented double-voting on elections in the past. Emrys noted that SurveyMonkey allows administrators to sort results by IP, and Karl recalls being able to limit by IP. Sarah proposes that we use the free SurveyMonkey option because our membership would fit into the level of responses it restricts to.
 - v. Discussion of updating and verifying the member list to ensure accuracy.
- d. DSIG (Digital Services Interest Group)
- i. Jason Henderson has contacted us indicating that he was interested in working with DSIG as a leadership position. Donna Davidson at OSU-Tulsa may also be interested.
 - ii. Sarah will reach out to Jason and Donna to see if they would both be interested and how the group will proceed moving forward.
- e. Trello (report from Beth)
- i. An online team organization system—Beth has organized key deadlines and goals by month to help us stay on top of things for the conference.
 - ii. Could also work as a Google Doc.
 - iii. Further discussion tabled to next month.

6. Next meeting?

- a. Karl invited discussion regarding last Friday of the month being a standing meeting date. Sarah requested that the meetings be later in the day.
- b. February 24th proposed as tentative next meeting date, 1:30pm.

7. Adjourn

- a. Karl entertained a motion to adjourn. Scott moved, Beth seconded.
- b. Karl adjourned the meeting at 10:58am.

OK-ACRL Treasurer's Report

2017/01/27

Submitted by Emrys Moreau

Accounts

Current amounts and information as of 2017-01-26

Checking account balance = \$10,928.85

Beginning balance for last report on 2016-10-28 = \$10,310.48

Deposits = \$2,319.51

- 2017-01-03: Transfer from PayPal – Registration payments and Springshare sponsor payment for Annual Conference 2016 = \$774.51
- 2016-12-30: Registration payments and OU SLIS sponsor payment for Annual Conference 2016 = \$1,065.00
- 2016-11-23: Registration payments for Annual Conference 2016 = \$480.00

Withdrawals = \$ 1,701.14

- 2017-01-26: Credit card payment = \$644.95
- 2016-12-07: Credit card payment = \$1,056.19

Other balances:

Cash box balance (*not included in budget*) = \$65.00

Credit card balance = \$0.00

Credit card spending limit = \$3,000.00

PayPal account balance = \$0.00

Credit Card Purchases = \$1,056.19

- 2017-01-10: Rose State College Tom Reed Center (annual conference catering) = \$644.95
- 2016-12-02: Security Bank Card Center fee: \$8.41
- 2016-11-22: Dearing Printing and Trophy (annual award) = \$70.46
- 2016-11-09: Target (2 \$15.00 Starbucks gift cards for door prizes) = \$30.00
- 2016-11-09: Target (gift wrap for speaker's gifts) = \$10.85
- 2016-11-08: Rose State College Tom Reed Center (annual conference space rental) = \$610.00
- 2016-11-07: National Cowboy Hall of Fame Gift Shop (speaker's gifts) = \$69.96
- 2016-11-07: Amazon (2 \$25.00 Amazon gift cards for door prizes) = \$50.00
- 2016-11-07: Amazon (Avery name badge refills) = \$18.58
- 2016-11-03: Amazon (2 Logitech USB headsets for door prizes + raffle ticket roll) = \$58.93
- 2016-11-02: Amazon (Asus Zenpad for door prize) = \$129.00

Outstanding Invoices = \$0.00

Other Treasury Activity: General

- Please welcome Scott Murray as our new Treasurer! Scott and I will be meeting to begin the handover of materials and duties.

OK-ACRL 2016 ANNUAL FINANCIAL REPORTS

2016 unCOILed Financial Report

TOTAL ATTENDEES = 47

TOTAL INCOME = \$647.21

TOTAL EXPENSES = \$395.32

TOTAL PROFIT = \$251.89

2016 Annual Conference Financial Report

TOTAL ATTENDEES = 45

- Total non-payment attendees = 12
- Total reduced payment attendees = 7
- Total Session Presenters = 10
- Total Lightning Presenters = 5
- Total Student attendees = 2
- Total Standard attendees = 26

INCOME = \$2,344.51

SPONSORSHIPS = \$494.20

- Springshare = \$244.20 (\$250.00 less PayPal fees)
- OU SLIS = \$250.00 (paid by check)
- ProQuest = \$0.00 (Arta's travel, hotel, meal, and other fees were all provided by them)

REGISTRATION = \$1,850.31

- Outstanding Service Award = 1 @ \$0.00/each = \$0.00
- Keynote Speaker = 1 @ \$0.00/each = \$0.00
- Session Presenters = 10 @ \$0.00/each = \$0.00
- Lightening Presenters = 5 @ \$25.00/each = \$125.00
- Standard Registrations = 26 = \$1,676.16
 - 18 Regular @ \$65.00/each = \$1,170.00
 - 8 PayPal @ \$63.27/each = \$506.16
- Student Registrations = 2 = \$49.15
 - 1 Regular Student @ \$25.00/each = \$25.00
 - 1 PayPal Student @ \$24.15/each = \$24.15

EXPENSES = \$1,722.73

KEYNOTE SPEAKER = \$80.81

- Gifts = \$69.96
- Gift wrap = \$10.85

GENERAL SUPPLIES = \$27.53

- Avery name badge refills = \$18.58
- Raffle ticket roll = \$8.95

OUTSTANDING SERVICE AWARD PLAQUE = \$70.46

DOOR PRIZES = \$258.98

- ASUS Z380M-A2-GR Zenpad = \$129.00
- Logitech ClearChat USB Headset with Microphone = \$24.99
- Logitech ClearChat USB Headset with Microphone = \$24.99
- Amazon gift card = \$25.00
- Amazon gift card = \$25.00
- Starbucks gift card = \$15.00
- Starbucks gift card = \$15.00

ROSE STATE COLLEGE ONSITE HOSTING EXPENSES = \$1,284.95

- Chartwell's (food and beverages) = \$674.95
- Professional Training Center rental = \$610.00

TOTAL INCOME = \$2,344.51

TOTAL EXPENSES = \$1,722.73

TOTAL PROFIT = \$621.78

2016 Annual Accounting

Beginning balance, 2016/01/01 = \$10,598.96

Ending balance, 2016/12/31 = \$10,799.29

Profit = \$200.33

2015 Annual Accounting

Beginning balance, 2015/01/01 = \$9,964.24

Ending balance, 2015/12/31 = \$10,598.96

Profit = \$634.72