

Oklahoma Chapter of the Association of College and Research Libraries
February 24, 2017
Online via Zoom

Minutes submitted by Melissa Kunz

Present: Karl Siewert, Melissa Kunz, Jenn Donner, Beth Jones, Scott Murray, Megan Donald, Sarah Clark, Cinthya Ippoliti, Emrys Moreau

1. Call to order
 - a. Karl called the meeting to order at 1:32pm.
2. Approve minutes from January 2017
 - a. One alternation recommended by Emrys—the conference booth rate is \$50.
 - b. Motion for approval by Jenn. Emrys seconds.
3. Reports
 - a. Treasurer (Scott)
 - i. Scott and Emrys met to discuss treasury. Checking acct balance hasn't changed, Scott's authorization for bank account has gone through. His authorization for credit card use is pending.
 - b. COIL (Cinthya)
 - i. First meeting March 24th at OSU-Tulsa.
4. Old business
 - a. OLA conference booth
 - i. Online poll—results are in, and we are doing the booth this year.
 - ii. Scott will book our booth in the coming week.
 - b. Conference
 - i. Title
 1. No discussion about this Slack, so we will set this aside. Emrys notes that the title may depend on the booked speaker.
 - ii. Location
 1. Info about venues posted in Slack, but we seem to be leaning toward OSU-Tulsa, so Emrys notes that we have it tentatively reserved. No significant concerns about this as a venue. No further discussion. Karl calls for a motion to settle this as the venue. Beth motions, Sarah seconds.
 - iii. Speaker
 1. Info about speakers from Slack has been put into a Google Doc. We have a list of 7 so far. Suggestions need to be put in before the next meeting, and we'll consider this the narrowed list. Karl calls for a motion to table until next month. Jenn motions, and Emrys asks what we're supposed to do with the list. Karl says we should rank the speakers and recommend anyone else to be included. We want a top 3 by next month. Emrys wants us to be careful about

speaker fees. Beth suggests a top-3 poll. Emrys and Karl will research speaker costs. Megan seconds. Motion to table and vote on the speakers carries.

c. Survey instrument

- i. Bringing back discussion of Qualtrics, which is expensive. Karl signed up for SurveyMonkey so we can try it out. He plans to experiment with it over the next month. Emrys checked with BlueHost, which has ability to integrate with LineSurvey, but the free version only allows 25 responses/month. 1000 responses/mo for \$30/mo, and they discount for non-profits. But she still thinks it's easier to go with SurveyMonkey. Emrys moves to accept. Sarah seconds. Motion carries.

d. DSIG (Sarah)

- i. We've heard from Jason Henderson at OSU. He is interested in being involved w/DSIG and would be willing to do whatever we need him to. Sarah's plan is to contact him to get things rebooted. If she has further updates, she'll put them in Slack.

5. New business

a. Display banner

- i. Emrys put the prices on Slack. It's a matter of choosing. VistaPrint is least expensive option, but they may have quality issues based on site reviews. Buildasign.com has the next least expensive price with a coupon code. Karl entertains motion to have Emrys buy a banner. Jenn motions. Beth seconds. Motion carries.

b. Meeting calendar

- i. Karl wants to affirm that meetings on the last Friday of the month is appropriate with everyone.
- ii. This conflicts with members' reference desk times and other meetings.
- iii. Karl will establish a poll to get choices about whether we want to establish a set time of the month, going forward.

c. Board responsibilities

- i. Alterations: listserv management changes from Secretary to Treasurer responsibility. Conference registration and financial management are also assigned to Treasurer.
- ii. Facebook/Social media
 1. Assigned to President/Secretary. Uncertainty about who would be most appropriate point person for that. We may need a separate conversation re: policies for social media.
- iii. Leadership transition
 1. Karl proposes assigning someone to assist the incoming President to get up to speed on logins, procedures, etc. Past President has been taking care of this, but we need to name someone to take point on this in the course of transition. Karl proposes setting up a subcommittee comprising the

President, Past-President, and President-Elect. Sarah moves. Beth seconds.

- d. Secure location for login information
 - i. Many logins to wrangle. Karl proposes putting logins into the Google Doc as a temporary storage area. Beth mentions Keepass as a storage area. Would NOT include Treasurer logins.
 - ii. Karl wants us to collect info and eventually move everything so that it's registered under the OKACRL email and NOT personal email accounts.
 - iii. Emrys thinks we should include names of other people that we know have access to these logins.
- 6. Announcements
 - a. Melissa likely has a new position with Beta Phi Mu.
- 7. Next meeting – March 31 1:30pm?
 - a. Possibly, although not a guarantee.
- 8. Adjourn
 - a. Karl will entertain a motion to adjourn. Jenn motions to adjourn, Beth seconds. Karl adjourns at 2:18pm.