



## OK-ACRL Minutes January 12, 2018

On Zoom.

### **Present:**

Beth Jones, President  
Andy Taylor, Archivist  
Karl Siewert, Past President  
Toni Hoberecht, Secretary  
Steve Locy, Board member  
Erin Ridgeway, Board Member  
Scott Murray, Board member  
Kaitlyn Palone, Board Member

### **Absent:**

Emrys Moreau, Treasurer and Webmaster,  
Matt Upson, COIL chair

1. Reports (supplied in advance by Treasurer)
  - a. Treasurer
    - i. Checking balance \$9,137.89
    - ii. Cash box \$65
    - iii. Annual conference made \$338.29
    - iv. Coil Conference made \$185.52 in profit
    - v. OK-ACRL lost \$1661.40 (\$1,430 was fraud).
    - vi. Beth Jones reported that there are currently no outstanding bills, apart from our expected standard annual costs.
  - b. COIL - No report
2. Old Business
  - a. Bylaws committee
    - i. Including something about the fiscal responsibility of the entire board and include current fixed costs that any conference has to cover. Fixed costs are \$509.89 annually including UPS mailbox, Zoom, web hosting and domain registration, and OLA booth.
    - ii. Beth Jones emphasized that security policies and procedures should be emphasized. Toni Hoberecht suggested that website security also be considered.
    - iii. Andy Taylor, Karl Siewert, and Toni Hoberecht volunteered to be members of the Bylaws committee. Karl Siewert will chair, and Beth Jones will ask Emrys Moreau if she is interested. The Bylaws committee will report on their progress at the March meeting.
    - iv. The Bylaws committee will also consider who the listserv admins should be.

b. Schedule Data Webinar

- i. Our chapter has received permission from ACRL to host a data webinar that ACRL provides. At the February meeting we will consider a date in spring, possibly March; Beth Jones will send possible dates to the listserv. Site logins at OSU Tulsa, UCO, and SWOSU were discussed.

3. New Business

- a. Google - At this time we have a lot of our documents on Google. Beth Jones is working on having all the shared documents under the OK-ACRL Google account so that individuals do not have documents under their personal accounts. If board members create anything they need to share, please send it to Beth Jones and let her upload it to Google to share so that we can keep all our history in one place. We will share at the folder level.
- b. Conference Topics
  - i. We are eligible for a free speaker from ACRL. Beth Jones will contact ACRL regarding the availability of a speaker, for which we are eligible this year.
  - ii. Assessment - Beth Jones is interested in not just assessment, but more specifically how to use the data that is collected. Andy Taylor and Karl Siewert both noted that their libraries are currently involved in institutional assessment initiatives.
  - iii. What was written in the evals from last year - not discussed.
  - iv. Among other topics discussed were big data, data visualization, new roles for academic librarians, and instruction-based topics and outreach to students and other patrons.
- c. Savings account
  - i. Transfer \$2,000 to a savings account
  - ii. Make sure 2 signatories are required to make a withdrawal.
  - iii. The board discussed the rationale behind moving some of the chapter funds to a savings account.
  - iv. There was discussion about the possibility of and rationale for changing banks.
- d. Endowment
  - i. Beth Jones suggested that the chapter start an endowment and solicit donations, and make a commitment to deposit a regular yearly contribution to the endowment.
    1. Beth Jones spoke to a representative from the Oklahoma City Community Foundation, and it seems that the process is quite complicated. The board voted to invite this representative to our April meeting to learn further details.
    2. The main goal of the endowment, as Beth Jones sees it, is to produce enough to cover the chapter's annual costs, as well as to be able to offer travel scholarships for professional development for Oklahoma librarians.
    3. There was discussion regarding the need to include endowment information in the bylaws as well as keeping the membership informed.
  - ii. Fundraising ideas
    1. Ask OCALD if their institutions would contribute as their staff would directly benefit.
    2. Crowdsourcing through our social media.
    3. Corporate sponsorship.
    4. Erin Ridgeway volunteered to set up a merchandising page. Karl Siewert volunteered to assist with this project.
- e. Sponsorship for COIL and OK-ACRL conferences
  - i. Discussion centered on the need to communicate regarding sponsors, especially for conferences, so that the same sponsors are not repeatedly contacted throughout the year.

- ii. Discussion on whether sponsorship should be included in the bylaws.
- f. Membership audit
  - i. Recommended by the treasurer for general housekeeping purposes.
- g. Other topics for discussion
  - i. Toni Hoberecht inquired about OK-ACRL emails for officers. Beth Jones will check with Emrys Moreau as to who should get them, and to make sure they will be forwarded to current officers.
- 4. Next meeting - discussion points
  - a. Conference accommodations
  - b. Changing banks and setting up savings account
  - c. Conference sponsorship questions
  - d. ACRL webinar date and topic
  - e. For March meeting: bylaws committee report
  - f. For April meeting: visit by Oklahoma City Community Foundation representative
  - g. We will meet in person at OSU-Tulsa on February 9. We will all meet for lunch at 11am, then convene for our meeting at 1pm. Please make restaurant suggestions to Beth Jones.
- 5. The meeting was adjourned.

Respectfully Submitted,

Toni Hoberecht

Secretary, OK-ACRL