



## **OK-ACRL Executive Board Minutes February 9, 2018**

At OSU - Tulsa

### **Present:**

Beth Jones, President  
Andy Taylor, Vice-President/President-elect  
Karl Siewert, Past President  
Emrys Moreau, Secretary  
Toni Hoberecht, Secretary  
Steve Locy, Board member  
Scott Murray, Board member  
Kaitlyn Palone, Board Member  
Matt Upson, COIL Chair

### **Absent:**

Erin Ridgeway, Board member

1. Approve January minutes
  - a. Minutes approved as amended.
  - b. Question - is COIL chair a voting member? Past-president will make sure this is addressed in the minutes one way or another.
2. Reports:
  - a. Treasurer
    - i. See submitted report.
      1. No financial activity since last meeting.
      2. Membership audit necessary to determine number of actual members, in order to receive proper funding from ACRL. Currently we have 180 names on our mailing list. We also have a membership spreadsheet on

Google Docs. Treasurer has emailed ACRL for clarification on reimbursement rules. Kaitlyn Palone volunteered to assist Treasurer with the membership audit.

3. Treasurer will be requesting national reimbursement for certain chapter expenses. These will include our vertical banner and our Zoom software expense.

b. COIL

- i. Does COIL need to have face to face regular meetings throughout the year as they have had in the past? Attendance is typically low.
- ii. Alternatives to meeting: items of interest to membership through listserv, with emphasis on planning and promoting the summer workshop.
- iii. Community input may be requested from COIL members for ideas for summer meeting venue
- iv. In response to a query, it was noted that COIL chair, as an ex officio member of the board, is a non-voting member, as stated in the bylaws.

c. Café Press/Zazzle update (Erin Ridgeway)

- i. Erin Ridgeway is still investigating.

d. Bylaws Committee update (Karl Siewert, Andy Taylor, Toni Hoberecht, Emrys Moreau)

- i. No report.
- ii. Committee will be meeting on February 23rd at TCC Northeast. Karl Siewert will be forwarding relevant information to the committee members in advance of the meeting.

3. Old Business

a. Listserv admins

- i. The Secretary made a suggestion that procedural items such as listserv administration go into an organizational manual, so that a membership vote is not required for every change. Bylaws committee will consider this option.
- ii. Listserv credentials - The Treasurer has access, and so does the Past-President. Adam Brennan has credentials since he was responsible for setting up the listserv in the first place. Access will be changed from Karl Siewert to Beth Jones, current President.

b. Data Webinar – March 16<sup>th</sup>

- i. The time has been set tentatively at 1pm-3pm. The actual webinar begins at 1:30, and there will be time for discussion after the webinar ends.
- ii. Approve Flyer
  1. There was a suggestion to modify the flyer so that “RDM” is explained.
  2. Emrys Moreau will modify the logo to make it transparent.
  3. Steve Locy asked where exactly at these locations the webinar will be held. Emrys moreau explained that upon registration, specific location information will be sent to registrants.
  4. The flyer will be sent to the OCALD directors for dissemination.
- iii. Registration is open at <http://www.okarl.org/datawebinar>
  1. Registration form will be modified on form to provide more complete schedule information.

- iv. Toni Hoberecht volunteered to keep track of ACRL available seminars to see if we want access to them either for board use or for the membership at large. Perhaps this is the kind of information that would be useful to keep track of in an organizational handbook.
  - c. Google – does everyone have access to the OK-ACRL folder and subfolders?
    - i. Andy Taylor still needs access through his gmail. Beth Jones will take care of that.
    - ii. Scott Murray will provide Beth Jones with new email so that he can have access.
  - d. Endowment
    - i. April 13<sup>th</sup> Meeting at UCO with Gayle Farley from Oklahoma City Community Foundation is planned, but not yet confirmed.
  - e. Savings Account
    - i. Discussion: Transfer \$2,000 to a savings account
    - ii. Discussion: Make sure 2 signatories are required to make a withdrawal
    - iii. Discussion of changing banks
      - 1. Suggestion was made to change to Arvest. There was discussion of advantages and disadvantages. Emrys Moreau will call to find out information about locations and fees.
      - 2. There was discussion of transferring ownerships of non-profit organizational accounts as treasurers and presidents change.
      - 3. Bylaws committee should consider these issues as well.
    - iv. Emrys Moreau will research these issues. Once she has completed her investigation, board will vote on whether we should transfer money to savings account, and/or change banks.
  - f. Sponsorship for COIL and OK-ACRL (Should only OK-ACRL pursue sponsorships and fully fund COIL? Or should we just make sure we do not hit up the same sponsorships)
    - i. There was general discussion of COIL workshops and costs
    - ii. COIL has provided proposed budgets and reports in the past.
    - iii. OK-ACRL will always commit to providing COIL with funding for workshops.
    - iv. Costs may vary from year to year, depending on whether speakers are brought in and how much they require. Matt Upson prefers the idea of a membership-led workshop.
    - v. Steve Locy pointed out that COIL website might be updated to support goals.
    - vi. Emrys Moreau will provide Beth Jones and Matt Upson with COIL statistics for the last couple of years, and discussion will continue.
    - vii. COIL and OK-ACRL will work together to get outside sponsorships for workshops.
4. New Business
- a. Conference Date Options
    - i. Beth Jones has sent an official request to ACRL for a speaker.
    - ii. A possible topic was discussed: librarians engaged in research and assessment
    - iii. Date was set tentatively as Nov 9th. (Nov 16th is the Friday before Thanksgiving, Nov. 2nd is Brick and Click. Nov. 5th is Charleston Conference.)
    - iv. Venues: Last year we did it in Tulsa, so it's time to do it in the OKC side. Perhaps UCO?

- b. Conference Speakers
  - i. ACRL/OCLC Literature Analysis Dashboard (Lynn Silipigni Connaway, OCLC project lead - <http://www.oclc.org/research/people/connaway.html>)
  - ii. ACRL National: Beth Jones submitted request asking for someone that could speak about or demonstrate dashboard.
- c. Conference Titles: Research & Assessment
  - i. Suggestions for conference title:
    - 1. Data Driven Decisions: Why Librarians Should be Engaging in Research
    - 2. Librarians Engaging in Research: Developing a Statewide Initiative
  - ii. Toni has set up a google doc for brainstorming conference titles:  
<https://docs.google.com/document/d/1G62mISMKIyeO5RMton53NXQJY-fonNjctauNY03nvxg/edit?usp=sharing>. Please feel free to go here and submit your suggestions.
- d. Conference Accommodations (Emrys Moreau)
  - i. At the last conference, an ASL interpreter was required. OSU was not able to provide an interpreter. The Disability Office for the attendee's institution was able to provide an interpreter. It is financially prohibitive for OK-ACRL to pay for accommodation. In the future, we need to be able to meet these requests as much as possible. However, complete accommodation may not be possible in some cases. We will consider adding a statement to this effect to the conference registration.
  - ii. Andy Taylor will investigate through his contacts what possibilities are available to us.
- 5. Additional topics for discussion
  - a. None.
- 6. Next Meeting Via Zoom
  - a. March 9<sup>th</sup> via Zoom
  - b. April 13<sup>th</sup> @ UCO
- 7. Meeting was adjourned at 2:23pm.

Respectfully Submitted,

Toni Hoberecht

Secretary, OK-ACRL