



**OK-ACRL Executive Board  
Minutes March 9, 2018**

Online - Zoom

**Present:**

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

1. Approval of previous minutes
  - A correction was made to show that Emrys Moreau was present.
  - Minutes were approved with correction.
2. Reports
  - a. Treasurer
    - i. The Treasurer reported that the chapter's Current balance is \$9,025.93. A Treasurer's report was submitted.
    - ii. The Treasurer reported that the chapter's bank, SNB, will soon change to Simmons Bank. After discussion, the board agreed that the chapter will stay with SNB until after the COIL meeting this summer.
    - iii. Emrys Moreau and Kaitlyn Palone have not yet started the membership audit, although Emrys has set up a process.
    - iv. Emrys will be working on the Conference Accommodations Statement Update this month.
  - b. Interest Groups

- i. Matt Upson, COIL chair, reported, after discussion of the COIL webmaster role, that the website is being updated. Planning for the summer workshop has begun.  
There was discussion concerning ways to maintain contact with COIL members.
  - c. Erin Ridgeway has created a CafePress account on behalf of the chapter. The chapter's W9 form will be submitted to complete registration.
  - d. Bylaws Committee has not met, and there was no report.
3. Old Business
- a. Twenty people are currently registered for the March 16 webinar at two of the three locations. Locations who provide snacks for webinar attendees can be reimbursed by sending receipt to the Treasurer.
  - b. All present report that they have access to OK-ACRL material on Google.
  - c. April 13<sup>th</sup> Meeting @ UCO with Gayle Farley from Oklahoma City Community Foundation has been confirmed. We will meet for lunch beforehand at 1:00.
  - d. The board voted to approve a savings account as detailed below.
    - i. Transfer \$2,000 to a savings account.
    - ii. Make sure 2 signatories are required to make a withdrawal.
  - e. The board voted to approve \$250 reserve for COIL for the yearly COIL workshop.
    - i. COIL is still responsible for creating a workshop budget to be approved by the board, and make any arguments necessary for support beyond \$250.
    - ii. COIL should seek sponsorships if they want to include lunch or larger prizes as part of the conference, but should work with the board to make sure we are not asking the same vendors in the same year to support the main conference and the COIL workshop.
  - f. The President will try to contact ACRL National again to find out if speakers are available, and also see what ACRL's deadlines are for coordinating with chapters for speakers. She will also proceed with contacting Lynn Silipigni Connaway from OCLC about the Literature Analysis Dashboard, to see if there is a speaker available on that topic.
  - g. There was a discussion on conference titles submitted on the brainstorming document. The board chose to use the following Conference Title:  
Elementary, My Dear Data: Evidence-based Library Practice
4. New Business
- a. Planning for the Fall Conference has begun. The President reported that meeting rooms have been reserved and parking costs are being looked into. Kaitlyn reported on catering options and deadlines.
    - i. Emrys will create a graphic for a Save the Date mailer.
    - ii. The Secretary will edit the Conference Sponsors documents. Kaitlyn will contact the vendors, after consulting with the President regarding possible contacts.

- b. The Treasurer reported that the chapter's web hosting was up for renewal. The board approved the expenditure of three years of web hosting for \$395.64 (\$131.33 per year).
  - c. The Treasurer was directed to obtain a small number of new checks to tide the chapter over until the bank name change was in effect. At that time the Treasurer will order new checks and a new deposit stamp.
  - d. The board voted to approve the \$75 booth at the OLA annual conference on April 24th and 25th. A spreadsheet will be made available for staffing the booth.
5. The next meeting will be on April 13<sup>th</sup> @ UCO.
- a. Other important dates:
    - i. May 11<sup>th</sup> Virtual Meeting
    - ii. Conference November 9<sup>th</sup>, 2018
6. The meeting was adjourned.

Respectfully Submitted,

Toni Hoberecht

Secretary, OK-ACRL