



OK-ACRL Meeting: Friday, October 16, 2020

11:30-12:30

Location: Zoom

Present

Emrys Moreau, President
Andy Taylor, Past-President/Archivist
Kaitlyn Palone, Vice-President/President Elect
Anona Earls, Treasurer
Sarah Burkhead Whittle, Secretary
Karl Siewert, Webmaster
Jamie Holmes, Member-at-large
Clarke Iakovakis, Member-at-large
Erica Argyropoulos, Member-at-large

Absent

Holly Luetkenhaus, COIL chair
Beth Jones, Ad Hoc Endowment Committee (Endowment Coordinator)

Call to order 11:33 a.m.

We're trying Rev for live closed-captioning services in today's meeting. The tech sub-committee met earlier this week and tried it out. While it's not perfect all of the time, it seems to work pretty well.

1. The minutes from the September meeting were approved.
2. Reports
 - a. COIL Chair. Conversations with Colleagues went well and they plan to have another one at the end of October.
 - b. Treasurer. Anona paid for our UPS mailbox renewal, \$240, and the payment for credit card has not yet gone through. We currently have \$9326.48 in our accounts. We have earned 599 rewards balance points on the credit card, as well. We are also now eligible for PayPal Giving Fund, which might result in some donations.
 - c. Webmaster. Karl still needs to look over the PHP setup and updates for the conference website are a work in progress.

d. Development Chair. No report.

3. 2020 Conference

- a. Registration. There are 41 registered as of today, which has proven to be a very easy process. Emrys encouraged all Board members to register and share conference information with our local colleagues.
- b. Schedule & Program. The Tech committee met earlier this week and have finalized the schedule. Next week Emrys will finalize the program with Zoom links included, which will be screen-reader accessible/friendly.

c. Tech

- i. Zoom links. The Tech committee discovered having separate Zoom links will be easiest for breakout sessions. We will use the OK-ACRL account, Emrys' OU account, Karl's NSU account, Jamie's TCC account, and Christine Edwards' account from UCO.
- ii. Maximum participants. We can have 100 people maximum in the rooms. We could pay an extra \$40 month for up to 500 participants in a Zoom upgrade. Our goal is to keep registration at ~85 participants for the breakout rooms. Clarke mentioned in his experience, not all participants actually attend sessions for which they have registered, so perhaps using a confirmation would work to ensure people attend. The Board agreed leaving everything as-is, but we could contact individuals to let them know they might need to sign-up for another breakout session, or look to the upgrade, if need be.
- iii. Rev captioning. \$20/month to be used in OK-ACRL Zoom account for opening & closing keynote sessions. It claims to have an 80% accuracy rate, but it has lagged behind, but the accuracy of speech-to-text is fairly accurate. A motion and second were made to purchase a subscription to Rev for the use of our OK-ACRL Conference. The motion passed.
- iv. Recordings. There was conversation about if we could caption any of the breakout sessions, but the best method we could think of would be to record the sessions live and later edit the transcripts for accuracy before uploading to YouTube for private viewing after the conference.

The Tech committee will meet one more time before the conference to make sure everything is in working order.

4. Other business

- a. Election. Kaitlyn reminded everyone seeking re-election to send their bios to her by the end of Friday so she can send out the ballot next week from Qualtrics. The positions needed are: Member at Large, Treasurer, Webmaster, and President Elect. COIL will handle their own elections.

In our Google Drive there's an "OK-ACRL Information" document for more information about leadership positions, past leadership, organizational membership, and more.

- b. Policies & Procedures Manual. Emrys reminded everyone to review their appropriate area of responsibility in the manual between now and the December meeting.
- c. OLA's University & College Division - There is the potential of working together to host online discussion groups, likely every 3 months/quarterly, free, with an open dialog format that is more informal. Knowing COIL has a similar event, OK-ACRL can still support both the UCD event and COIL's outreach, knowing COIL's outreach is more specific for instruction librarians. The UCD virtual event on October 9 was a great way for more UCD and OK-ACRL members to know about each organization.

A motion was made and seconded to adjourn the meeting. The motion was approved. The meeting adjourned at 12:22 p.m.

Next meeting: Friday, December 11, via Zoom at 11:30am-12:30pm

Respectfully submitted,
Sarah Burkhead Whittle
OK-ACRL Secretary