

Minutes of the
Oklahoma Department of Libraries Board of Directors Meeting
February 10, 2023, 10:00 a.m.
200 NE 18 Street Oklahoma City, OK 73105

In conformity with the Oklahoma Open Meeting Act, advance notice of the February 10, 2023 meeting was transmitted to the Oklahoma Secretary of State on December 14, 2021. Public notice of this meeting, together with the agenda, was posted February 6, 2023 on the Oklahoma Department of Libraries website. The agenda was also posted in prominent public view on the exterior glass walls of the Allen Wright Memorial Library Building, 200 NE 18 Street, Oklahoma City.

1. Chair Lee Denney called the meeting to order at 10:03 a.m. and asked for roll call. Board members present: Vice-Chair Robert Dace, Kristen Ferate, James Robison, Ronda Smith, Chair Lee Denny, and ODL Director Natalie Currie. Board members absent: Steven Gray and Maren Lively.

Partial list of guests and staff members present: Paige Harkins, Cassie Spindle, Tara McCleod, Connie Armstrong. *Not all names of guests were recorded so as to be included for the minutes of this meeting.*

2. **Consideration and possible action on minutes for the regular board meeting held December 16, 2022**

Currie asked if item 8d on the minutes from the December 16, 2022, meeting accurately reflected the Board's discussion. Denney suggested changing "staff turnover" to "staff resignation." Robison suggested adding "unexpected" before "staff resignation." A motion was made to approve the minutes as corrected by Smith and seconded by Ferate. The motion was approved with none opposed.

3. **Considerations and possible acceptance of financial reports**

- a. Currie presented the SFY 23 Expenditure Report through January 31, 2023. A motion to approve the report as presented was made by Dace and seconded by Robison. The motion was approved with none opposed.
- b. Currie presented the SFY 23 Budget to Actual report through January 31, 2023. Denney asked if carryover money was earmarked for something. Currie explained the carryover came from open positions and they planned to use it for differential payments, furniture, and technology. McCleod mentioned SFY22 carryover funds are not reflected on this report but are approximately \$174,000. A motion to approve the report was made Robison and seconded by Dace. The motion passed with none opposed.
- c. Currie presented the SFY 23 Cost Variance Report through January 31, 2023. A motion was made to accept the report as presented by Dace and seconded by Smith. The motion passed with none opposed.

4. **Library Services and Technology Act (LSTA) projects and updates**
 - a. Currie recognized Business Manager and Federal Programs Officer Tara McCleod to present the FFY 2021 LSTA Project status report. Dace asked what resource sharing is and Currie explained it is sending items to other libraries and providing access to WorldShare. Smith made the motion to accept the report as presented and seconded by Robison. The motion passed with none opposed.
 - b. Currie recognized Business Manager and Federal Programs Officer Tara McCleod to present the FFY 2022 LSTA Project status report. McCleod explained some money is currently unallocated, but they have projects in mind to use those funds. Denney asked what grants to states are, and McCleod explained it is federal money given to state libraries. Dace asked about the amount spent on databases, and Currie and McCleod explained we have spent less than budgeted because we pay quarterly. Dace made a motion to accept the report as presented, seconded by Robison. The motion carried with none opposed.
5. **American Rescue Plan Act (ARPA) projects and updates**
 - a. Currie recognized Business Manager and Federal Programs Officer Tara McCleod to **present the ARPA Projects status report**. McCleod shared they found a way to spend the remaining \$30,000 before 2/28 by reimbursing libraries for expenses already incurred. We received requests totaling \$76,000, and some additional funds will be added to the \$30,000 available because the security cameras project was canceled. Denney suggested ODL communicate with Ryan Walters regarding the Ready to Read project, and Smith agreed. A motion to accept the report as presented was made by Robison and seconded by Dace. The motion carried with none opposed.
6. Currie presented the **Director's report**. There are currently five open positions and two staff are leaving. She stressed to the Legislature that pay is insufficient to attract and retain talent. Currie mentioned several bills she is tracking, the Book Awards and Book Festival, the project with the state broadband office, and the Storage drive decrease resulting in savings.
 - b. Denney suggested telling Representative Conley that ODL is not involved with school libraries and requesting public libraries not be included in the bill on libraries.
 - d. Currie pointed to page 67 as an important overview of appropriations and FTE. Dace asked if ODL's services have declined due to this, but Currie said staff have taken on more responsibility to maintain the same services.
7. **Consideration and possible approval of projects for Federal Fiscal Year 2023 LSTA award**
 - a. Currie recognized Business Manager and Federal Programs Officer Tara McCleod to present the proposed FFY 2023 LSTA Projects. McCleod explained we have 15 continuing projects and one new project: Transforming Teen Services. We received \$290,000 more due to MOE and an IMLS budget increase.
 - b. Denney asked how Oklahoma compares to other states for allotments. McCleod said Oklahoma does comparatively well. A motion to approve the projects as presented was made by Smith and seconded by Ferate. The motion carried with none opposed.

8. Consideration and possible approval of agency food purchasing policy

Currie presented a proposed agency Food Purchasing Policy. Robison asked how ODL currently pays for food and drinks purchased for meetings and events. Currie said staff pays for it themselves. A motion to approve the policy as presented was made by Robison and seconded by Dace. The motion carried with none opposed.

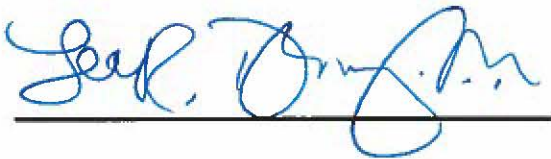
9. Consideration and possible approval of appointment of Robbee Tunubee to the joint ODL/OLA Continuing Education Committee

Currie made a correction to a statement in a previous board meeting: not all appointees are voted on by both ODL and OLA. Each institution votes for 3. Paige Harkins shared Robbee Tunubee has a different perspective since she is a municipal director. A motion was made to approve the appointment of Robbee Tunubee to the join ODL/OLA Continuing Education Committee by Dace and seconded by Smith. The motion carried with all in favor.

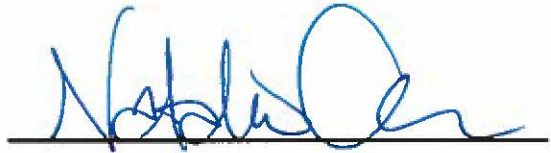
10. New Business

No new business.

11. Adjournment: Meeting was adjourned at 11:10 am.

A handwritten signature in blue ink, appearing to read "Lee Denny", written over a horizontal line.

ODL Board Chair, Lee Denny

A handwritten signature in blue ink, appearing to read "Natalie Currie", written over a horizontal line.

ODL Director, Natalie Currie