



OK-ACRL Meeting

June 21, 2024

11:30 a.m. - 1:00 p.m.

Location: Online via Zoom

Present:

Sarah Burkhead Whittle (she/her), President

Clarke Iakovakis (he/him), Past President

Amanda Schilling (she/her), Vice-President/President Elect

Ashley Bean (she/her), Treasurer

Bethie Seay (she/they), Secretary

Emrys Moreau (she/her), Development Coordinator

Brandon Martin (he/him), Board Member at-large

Zane Ratcliffe (she/they), Board Member at-large

Jennifer Hulsey Campbell (she/her), Outreach Coordinator

Nicole Sump-Crethar (she/her), COIL Chair

Karl Siewert (they/them), Web Manager

Absent:

Marianne Myers (she/her), Board Member at-large

Call to order at 11:32 a.m.

Agenda item	Discussion	Tasks/Conclusion	Person responsible	Due date
Approval of the May 2024 meeting minutes	A motion (Amanda) and a second (Ashley) were made to approve the May minutes. The motion passed.			
Reports				
COIL Chair	<p>UnCOILed 2024</p> <ul style="list-style-type: none"> ● Thursday, July 18 at UCO ● Registration is free and open ● Keynote speaker is Laura Dumin ● Lunch on your own, dine-around ● Fund requests for snacks will be submitted soon. Board members will then vote to approve via email. <p>Coffee and conversation happened last week</p> <ul style="list-style-type: none"> ● All went well ● Another one is planned for October in-person in Tulsa ● Date to be determined 	<p>Send snack fund estimates to Ashley*</p> <p>Vote on approving funds**</p>	<p>*Nicole</p> <p>**All board members</p>	<p>*ASAP</p> <p>**7/19</p>
Treasurer	<p>Report available in Google Drive.</p> <p>Report highlights:</p> <ul style="list-style-type: none"> ● Total balance: \$9,911.21 ● Checking balance: \$5,691.43 <ul style="list-style-type: none"> ○ One withdrawal for dreamhost renewal: \$17.99 ○ Upcoming withdrawal for Zoom onenet: \$15.00 ● Endowment savings balance: \$4,219.78 <ul style="list-style-type: none"> ○ \$1.25 interest earned 			

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	The application for non-profit BOK credit card was completed and submitted. Ashley is waiting for the card to arrive.			
Endowment Chair	<p>Report available in Google Drive.</p> <ul style="list-style-type: none"> Paypal balance: \$179.34 <p>Emrys will meet with Allison at TCCL about the foundation directory to find potential sources for grants and donations. The Paypal balance will be transferred soon.</p>	Check with Ashley about Paypal transfer*	*Emrys	
Web Manager	<p>A Wordpress update happened smoothly. The Dreamhost renewal went smoothly.</p> <p>Meeting Minutes continue to be uploaded monthly to the website with no issues.</p>			
Outreach Coordinator	Jennifer is working on UnCOILed promos to go out later this month.			
Old Business				
ACRL roadshow	The ACRL Roadshow went smoothly at NSU. Sarah and Jennifer attended. They reported 17 attendees and good representation from different libraries around the state.			
Conference Registration Fees	<p>Draft policy</p> <p>Board Members reviewed the notes about the draft policy.</p> <ul style="list-style-type: none"> Karl reviewed the draft, and confirmed that the operating cost estimates are adequate to include web costs <p>New notes for a formalized policy update:</p>			

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	<ul style="list-style-type: none"> Clarify that the Endowment Chair will not be part of deciding the amount each year. The donation suggestion will be driven by the Treasurer. <p>Board Members agreed that the policy language should be formalized and disseminated via email before voting.</p> <ul style="list-style-type: none"> Sarah, Amanda, Ashley, and Clarke will finalize the language. Karl volunteered to proofread. <p>A vote is planned for the July meeting. If the policy is approved, a vote on the first donation (Ashley recommended a max of \$500) is planned for the July meeting.</p>	<p>Finalize the policy language*</p> <p>Email policy to Board Members**</p> <p>Review the proposed policy[†]</p>	<p>*Sarah, Amanda, Ashley, Clarke, Karl</p> <p>**Sarah</p> <p>[†]All Board Members</p>	<p>*ASAP</p> <p>**7/18</p> <p>[†]7/19</p>
Annual Conference Speaker	<p>Keynote speaker: Janet Brennan Croft</p> <ul style="list-style-type: none"> She is agreeable to our pricing and is planning on driving <ul style="list-style-type: none"> Expenses for reimbursement: travel mileage, food, lodging Honorarium: \$250 Will she need to fill out a 1099 form in advance? <ul style="list-style-type: none"> If we pay more than \$600, we should give a 1099. Travel reimbursements do not count towards the \$600. We will most likely not need a 1099. A speaker contract will be created and board members will vote at the July meeting. Sarah will send approved speaker contract to Janet in late July/early August Janet sent a document with a tentative title, abstract, 	<p>Create speaker contract*</p> <p>Review keynote outline, comment on Google Doc**</p>	<p>*Sarah</p> <p>**All Board Members</p>	<p>*7/19</p> <p>**7/19</p>

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	<p>and outline for the keynote speech.</p> <ul style="list-style-type: none"> ● Sarah will follow up with Janet: <ul style="list-style-type: none"> ○ Expect thoughts on the keynote outline in August. ○ Ask how much time she'd like to speak. Suggest 90 minutes to speak including Q&A 	Respond to Janet [†]	†Sarah	
New Board Member At-Large	Welcome Zane Ratcliffe!!			
New Business				
Annual Conference	<p>Theme/topic:</p> <ul style="list-style-type: none"> ● "Success Stories: Courageous & Creative Solutions for Academic Librarians" <p>Dates:</p> <ul style="list-style-type: none"> ● November 8th, 2024 at NSUBA ● Call for Proposals & Save-The-Date will be sent Monday, July 22 <p>Pre-conference planning committee: Marianne, Jennifer, Clarke, Zane, Sarah</p> <ul style="list-style-type: none"> ● Will begin small meetings soon to discuss pre-workshop, carpentries, other options for pre-conference activities. <p>Price: free for library students?</p> <ul style="list-style-type: none"> ● Previous years have been mixed between totally free for students, and OU SLIS subsidizing fees for their students (what about students from out of state?). Last year's conference registration was \$65 standard, \$50 for presenters, and free for students (4 attended). 	Begin pre-conference committee discussions*	*Marianne, Jennifer, Clarke, Zane, Sarah	

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	<ul style="list-style-type: none"> Board Members agreed that it should be free for students. Potentially reach out to SLIS for sponsorship? They could offset meal costs for student attendees A motion (Ashley) and a second (Nicole) was made to offer free registration for library school students to attend the Fall 2024 Conference. The motion passed. <p>Food options: Lunch on your own like UnCOILed? Or lunch onsite like previous years? Decisions will be made before registration opens.</p> <ul style="list-style-type: none"> Option A: Light continental breakfast (coffee, fruit, etc.), and a provided lunch <ul style="list-style-type: none"> Pros: better for scheduling Cons: dietary restriction accommodations, cost Look at outside catering options (easycater, use 74014 zip code) Option B: Light continental breakfast, and lunch on your own <ul style="list-style-type: none"> Best (and worst) of both worlds Option C: Completely on your own <ul style="list-style-type: none"> Pros: lower cost to us Cons: Requires much more time in the schedule. NSUBA is a 15 minute drive to any lunch options. On-site cafe is often very busy with students. Brandon suggested creating a list of nearby spots. <p>Sponsorships: Larger discussion tabled until July. Clarke, Emrys, Amanda, Sarah, Ashley will take point on getting sponsors</p> <ul style="list-style-type: none"> Letter Level template 	<p>Explore easycater**</p> <p>Send list of lunch options near NSUBA***</p> <p>Revise sponsor instructions[†]</p>	<p>**All Board Members</p> <p>***Brandon</p> <p>[†]Clarke, Emrys, Amanda, Sarah, Ashley</p>	 <p>***ASAP</p> <p>[†]7/19</p>

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	<ul style="list-style-type: none"> ● Instructions in the letter need to be revised ● Sarah will create sponsorship excel sheet ● Website should be updated with the 2024 conference info and theme to show sponsors Lodging/Hotel: <ul style="list-style-type: none"> ● Potential conference hotels need to be identified and discussed at the next meeting 	Create sponsor spreadsheet ⁺⁺ Add Conference info to website ⁺⁺⁺	⁺⁺ Sarah ⁺⁺⁺ Karl	⁺⁺ 7/19 ⁺⁺⁺ ASAP
Roundtable	Nothing reported.			
Upcoming Votes	<ul style="list-style-type: none"> ● UnCOILed fund requests: via email before the July meeting ● Conference Registration Fee policy: July 19th meeting ● Conference Registration Fee first donation: July 19th meeting ● Conference speaker contract approval: July 19th meeting 			
Next Board Meeting	July 19th 11:30 a.m. via Zoom.			

Adjourn at 1:03 p.m.

Submitted by
 Bethie Seay, OK-ACRL Secretary
 June 21, 2024