OK-ACRL Meeting
August 16, 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
Karl Siewert (they/them), Web Manager
Amanda Schilling (she/her), Vice-President/President Elect
Ashley Bean (she/her), Treasurer
Bethie Seay (she/they), Secretary
Emrys Moreau (she/her), Development Coordinator
Nicole Sump-Crethar (she/her), COIL Chair
Zane Ratcliffe (she/they), Board Member at-large
Marianne Myers (she/her), Board Member at-large

Absent:

Call to order at 11:32 a.m.

Agenda item	Discussion	Tasks/Conclusion	Person responsible	Due date
Approval of the July 2024 meeting minutes	A motion (Marianne) and a second (Ashley) were made to approve the July minutes. The motion passed.			
Reports				
COIL Chair	There was no meeting for this month. Virtual coffee conversation date and updates will be coming soon.			
Treasurer	Report available in Google Drive. Report highlights: ● Total balance: $10,096.16 ● Checking balance: $5,676.43 ● Endowment savings balance: $4,419.73 ○ $1.27 interest earned ACRL no longer does chapter reimbursements. Ashley is sending ACRL an updated board member list. Does secretary or president do this normally? Double check policies/procedures No updates on BOK credit card application.	Check procedures for ACRL board member list updates* Check for BOK credit card updates **	*Sarah, Bethie **Ashley	
Endowment Chair	Report available in Google Drive. ● $56.84 Paypal balance Emrys is still having meetings about fundraising directories, and is applying for a grant through BOK since we bank with them and they offer grants to nonprofits in Oklahoma. QR code to give to the endowment should be added to the	Continue with fundraising directories, BOK grant*	*Emrys	

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	conference program.			
Web Manager	Someone suggested that Karl look into groups.io as a mailing list replacement. It does seem like it's designed to do what we need, and mentions being a replacement for mailman/onenet (what we currently use). Pricing: ● Free 　○ Unlimited Messages 　○ Up to 100 Members 　○ Advanced Moderation Features 　○ 1GB Storage Space ● Premium ($0.44/member or $220 minimum/year): 　○ Direct Add Members 　○ Customizable Profiles and Member Data 　○ Unlimited Subgroups 　○ Calendar 　○ Files Section 　○ Photo Albums 　○ Real-time Chat 　○ Wiki 　○ Structured Databases 　○ Polls 　○ Accept Donations From Members 　○ 30GB Storage Space In comparison, wufoo was $150/year for 5 users. Groups.io has a 50% nonprofit enterprise discount. The free version could work for board members to test it out. The Board agreed that Karl should go ahead and create a	Create groups.io demo*	*Karl	

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	demo account for testing.			
Old Business				
Speaker	Contract was signed by Janet Brennan Croft. Payment will be delivered by Ashley to Janet at the conference in the form of a check.			
CFP	2 proposals so far, both for full-length sessions: ● University of Ozarks ● University Arkansas Fort Smith Deadline is September 6th. Sarah will send another reminder on Monday 8/26 and again on 9/6. Karl reached out to Kansas Library Association to disseminate the call. Board will evaluate proposal submission progress on September 9th and if needed, extend the deadline.	Send CFP reminders*	*Sarah	*8/26, 9/6
Conference Registration Fees Endowment	Draft policy A motion (Karl) and a second (Zane) were made to accept the updated policy language. The motion passed.			
Conference Location	Conference will likely not be held at NSU Broken Arrow. Potential options: ● OU-Tulsa ○ Emrys confirmed that we would need to use campus catering (Bill and Ruth's, who does boxed lunches). Would we need to use them for morning snacks/bagels as well?	Submit TCC event request form*	*Ashley	*ASAP

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	○ We would also need to budget time for Stew to give a library talk.
	  ● TCC NE
	    ○ Ashley confirmed that insurance fees and licensing requirements would be waived if TCC was listed as a host/sponsor.
	    ○ We would not be required to use campus catering.
	    ○ Specific spaces would not be able to be discussed until a formal request is submitted.
	  ● OSU Tulsa
	    ○ Unavailable on the conference date.
	The Board agreed to submit a formal request to TCC so that we can evaluate spaces before deciding on a campus.			

Conference Registration Fee	2023's rates:
	  ● $65 regular
	  ● $50 presenters
	  ● Free for students (SLIS payed for student lunches)
	A motion (Sarah) and a second (Marianne) were made to keep the registration rates the same as last year's. The motion passed.			

Conference Sponsors	Sponsorships subcommittee: Clarke, Emrys, Amanda, Sarah, Ashley List of potential sponsors is in progress. Next tasks:	Begin contacting sponsors*		

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	● Members will assign themselves to contact specific potential sponsors. ● Continue adding potential sponsors as they come to mind			
Conference Lunch Options	Marianne contacted Ludger's and Natv as catering options: ● Ludger's quoted $823 (without beverages or desserts) ● Natv has not responded to follow-up emails Catering discussions have been paused until our location is solidified.			
Conference Marketing & Design	Ad-hoc marketing subcommittee: Emrys, Zane, Karl Emrys will work on marketing designs next week after checking in with Zane and Karl. A list of needed materials will be drafted, then the subcommittee will divide and conquer.	Create list of needed marketing materials*	*Emrys	
New Business				
OLA Advocacy Committee	OLA encouraged us to reach out and invite legislators to our libraries while they are in between sessions, in order for them to see the good work we're doing.			
Virtual Pre-conference	The subcommittee (Sarah, Clarke, Marianne, Zane) met on 7/30. Report available in Google Drive. A list of ideas was started for the Creativity Panel. ● Date: October 28th 1pm-3pm ● Topic: Creativity Panel (last year we did a career panel). Panelists would present on specific creative roles in libraries (makerspaces, games, displays, etc.)	Add panel ideas*	*All Board Members	

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	Panel ideas and potential panelists will continue to be added to the list and then contacted to gauge availability/interest. The subcommittee's next meeting will be 9/3.			
Conference Registration	Karl will start to create a Google form, which will be completed after the location details are finalized. Open: September 3rd	Begin google form for registration*	*Karl	
Member Survey	To do in November. Subcommittee volunteers and discussion tabled until the next meeting.			
Vacant Positions	Two Board positions (Outreach Coordinator and Member-at-Large) became vacant in July. Duties will be covered by Board Member volunteers for the rest of 2024. The Board will look at filling vacancies for 2025 (interim or otherwise) at the annual conference or shortly after.			
Roundtable	Nothing reported.			
Next Board Meeting	September 20th 11:30 a.m. via Zoom.			

Adjourn at 1:03 p.m.

Submitted by
Bethie Seay, OK-ACRL Secretary
August 16, 2024