

OKLAHOMA LIBRARY ASSOCIATION
Program Committee and Executive Board Meetings
10:00 a.m., Friday, 20 May 2005
 Hardesty Regional Library, Tulsa
 8316 E 93rd Street
 918-250-7307

PROGRAM COMMITTEE MINUTES

Attendance: Peggy Cook, Pauline Boyer Rodriguez, Tanya Finchum, Darla L'Allier, Connie Van Fleet, Dana Belcher, Gary Phillips, Cokie Anderson, Susan Dulaney Wright, Rosemary Moran, Sarah Simpson (for Michele Seikel), Pat Weaver-Meyers, Buffy Edwards, Gary Kramer, Lynn McIntosh, Jeanie Johnson, Donna Morris, Deb Willis, Christine Dettlaff, Charles Brooks, Kay Boies, Tom Terry, Barbara Ray, Desiree Webber, Joan Singleton, and Lynda Reynolds.

- I. **Call to Order** – Susan Dulaney Wright, chair, called the meeting to order at 10:03 a.m.
- II. **Approval of February Minutes:** Minutes were approved.
- III. **Conference Post Mortem**
 - a. **Program Committee** - Susan Dulaney Wright. Susan thanked everyone for their hard work which started last summer at Leadership. Great effort to make the new location a great success. There were 612 members in attendance at conference this year. Comments from committee members present included: 1) 3 papers in one UCD session was too much. Will cut back to 2 papers next year; 2) Problems with signage at location and having to travel to other building; 3) Cost may have kept people away; 4) full-day pre-conference on Serving the Mentally Ill was successful but had a low turnout; 5) CATS half-day pre-conference was a great success with a good attendance; 6) SMART program on Managing Your Workload was awesome but overcrowded; 7) Hard to determine expected attendance to provide best meeting room size; 8) Programs in other rooms were too noisy; 9) Personnel at Postal Center were wonderful and the Center was very conducive to networking; 10) Best Sequoyah program ever; 11) Exhibitors were pleased with location; 12) OLA store did not have good location.
 - b. **Local Arrangements Committee** - Basha Hartley and Sally Bratton Rice. No report.
 - c. **Conference Evaluations** - Rachel Delchamps and Kay Boies. OLA 2005 Annual Conference Evaluation Summary, 2005 Conference Individual Program Evaluation Summary, and program attendance summary were distributed and discussed. Kay remarked on how hard the Continuing Education Committee worked to prepare the evaluations and suggested these be looked at for future conference decisions. The top 3 programs were Nancy Pearl, Managing your Work Load and Stress Management, and a tie between Oklahoma Author's Panel and Tim Tingle. Use the evaluation to plan next year's program!!
 - d. **President's Wrap Up-** Lynn McIntosh. Thanked Susan Dulaney Wright, Local Arrangements Committee, Charles Brooks, and Kay Boies. Thanked everyone for doing their jobs. Thought location was fantastic and staff at Center was wonderful.
- IV. **Discussion- Hints and Tips for Next Year's Committee-** Next conference is March 29-31, 2006 at the Adams Mark Hotel in Tulsa. Barb Pfrehm will be Program Committee Chair.
 - 1) Suggestion was made for poster sessions to be given a room during no-conflict exhibit time and then be displayed in exhibit hall afterwards;
 - 2) Need to review conference evaluations, especially "suggestions for workshops or programs at Conference";
 - 3) Pre-conferences need to be thought out for either full-day or half-day and expected attendance;

4) Will have to make decision on one-day registration since it was allowed this year; 5) Need to make sure people know the cost of registration includes costs for the use of meeting rooms and equipment. 6) Consider offering more scholarships for those who can not attend due to costs and have better publicity for scholarships that are being made available; 7) FOLIO will publicize earlier in the year to members to provide financial support for library staff to attend conference.

V. **Adjourn & segue into Executive Board or Lunch:** Meeting adjourned at 11:00 a.m.

EXECUTIVE BOARD MINUTES

- I. **Call to Order:** – Lynn McIntosh called the meeting to order 11:20 a.m. for report from Centennial Endowment Committee (see “B” under Unfinished Business). Lynn adjourned the meeting at 11:35 a.m. for lunch and re-convened the meeting at 12:15p.m.
- II. **Roll Call** – Lynda Reynolds called roll. Jeanie Johnson, Deb Willis, Donna Morris, Christine Dettlaff, Charles Brooks, Gary Kramer, Buffy Edwards, Pat Weaver-Meyers, Peggy Cook, Paula Settoon, Desiree Webber, Tom Terry and Lynda Reynolds.
- III. **Minutes of February meeting:** – Lynda Reynolds. Lynn asked for one correction to a committee name. Donna Morris moved and Jeanie Johnson seconded to approve the minutes as amended. Minutes were approved unanimously.
- IV. **Treasurer's Reports**
- A. **OLA** – Deborah Willis. Deborah provided handouts of the budget as of May 19, 2005. The balance sheet showed total liabilities and equity of \$200,198.86. The profit and loss report showed a net income of \$32,747.13 for July-May 2004 and a net income of \$38,750.39 for July 1, 2004 thru May 19, 2005 with a net gain of \$6,003.26. Anne Prestamo moved and Desiree Webber seconded to accept the Treasurer’s Report. The motion passed unanimously.
- B. **OASLMS** – Kay Boies (for Margo Canaday). No change in report.
- V. **Information Reports:**
- A. **President** – Lynn McIntosh. 1) Congratulated Charles Brooks on website, Christine Dettlaff on Oklahoma Librarian, and Marketing Committee for receiving the “ALA Best of Show Award” for the Toby Keith poster; 2) Thanked the Endowment Committee for their energy and endurance in pursuing office space for OLA; 3) Have had an increase in individual membership and a double increase in Institutional memberships. Congratulations to Membership Committee; 4) Leadership did a great job with OLA Gold at conference and plans are being made to keep group meeting. Charles reported on meeting of OLA Gold participants and mentors in Tulsa area; 5) Thanked Cokie for sharing OLA resolution in support of Metropolitan Library System at the Metropolitan Library Commission meeting; 6) Attended National Legislative Day in Washington D.C. with Jayme Seat and Susan McVey. Met with Rep. Dan Boren; 7) Have talked to newspaper and did a radio program concerning issues at Metropolitan Library System; 8) Oklahoma Reads Oklahoma program kick-off at the State Capitol May 18th was a great success; 9) Lynn has had a great year as President of OLA.
- B. **ALA Councilor** – Donna Morris. No report. Donna has been busy with issue of children’s book at MLS.

- C. **Executive Director** – Kay Boies. 1) Has been fielding calls on issue at Metro Library and received call from ALA-IFO office; email from Dick Pryor of Oklahoma FOI office, and letter of support from United Methodist minister in Edmond; 2) Conference clean-up is coming along; 3) Have had 2 regional meetings in Hugo and Mustang; 4) Had volunteer workshop in Stillwater; 5) Privacy Workshop has moved to August 17th and Marketing Workshop will also be rescheduled.
- D. **Webmaster**- Charles Brooks. Has been spending time on conference photos. Each member present was given a CD of all conference photos.
- E. **Publicity Coordinator**- Buffy Edwards and Gary Kramer. 1) Excited about receiving ALA Best of Show Award for Toby Keith Read Y'all poster. Unfortunately, contract does not allow for distribution of these posters at ALA conference in June. Do have permission to share and display poster. Plan to distribute Kristin Chenoweth poster; 2) Planning to move the Toolkit workshop to pre-conference; 3) Have talked with Cathy Adams of Membership about having the OLA Store become part of the Marketing Committee. Membership Committee is agreeable. Working on ideas to better market merchandise. Merchandise will now be selected earlier and debut in Aug/Sept rather than at OLA.
- F. **"Let's Talk About It"** – Lynn McIntosh (for Jennifer Kidney). Distributed balance sheet with total liabilities and equity of \$3,814.41 as of April 30, 2005. The profit and loss YTD comparison showed a current balance of \$-4,881.60 as of April '05 and a net income of \$-11,076.25 for Jul. 04-Apr. 05. Jeanie Johnson moved and Donna Morris seconded to accept the financial statement. The motion passed unanimously.
- G. **MPLA Representative** – Wayne Hanway. No report.
- H. **Federal Relations Coordinator** – Susan McVey. No report.
- I. **State Department of Education Coordinator** – Jeanie Johnson. Bill Butler, Asst. Superintendent over Regional Accreditation Officers has retired and been replaced by Dr. Sharon Lease who is working to improve accreditation system.
- J. **FOLIO** – Tom Terry. 1) Quarterly Board meeting is in Okmulgee on June 10th; 2) Looking at possibility of changing membership dues structure; 3) Literary Landmark celebration will be October 21st to honor John Barrymore.
- K. **Oklahoma Librarian** – Christine Dettlaff. Conference issue is at the printers. Expressed thanks to those who helped identify individuals in photos. Next deadline is May 31st.
- L. **Other** – None.

VI. **Unfinished Business** –

- A. **Marketing and Communications Committee**- Gary Kramer and Buffy Edwards. 1) Marketing Committee moved for approval to purchase stationary with new logo. Lowest bid received was for \$341.00 for 2500 sheets/envelopes. Committee was asked to also get a quote from the printers used by OLA. Marketing Committee amended motion for approval to print 2500 sheets/envelopes with lowest bid of equal quality of what OLA currently has. Jeanie Johnson seconded motion. Motion passed unanimously; 2) Marketing committee moved for approval to accept trademark license

agreement between OLA and Pioneer Library System for use of JSYK. Donna Morris seconded motion. Under discussion: Gary Kramer stated ALA model would be a summary of trade agreement and style guide but would not replace either. It would be moved to the front of OLA Toolkit link on website. Donna Morris asked why the agreement was needed. Gary Kramer responded it is for quality control. Anne Prestamo expressed concerns about the proposed agreement and thinks it defeats the original purpose of providing quality materials to OLA members and to make it easy for members. Other concerns she has include the legal terms in agreement and the responsibilities it places on OLA and having record keeping and royalties handled by a member of the Marketing Committee rather than an Executive Board member. Over concerns about liability to OLA, it was suggested agreement between Pioneer and OLA for membership use of JSYK be for promotional and give-away uses only and that any Library wanting to sell JSYK products would contract directly with Pioneer rather than through OLA. On its own, OLA would enter into agreement with Pioneer for sale of items through the OLA store. It was also suggested the sub-licensing portions of the agreement be removed and that someone with a law background should review the agreement for OLA. Pat Weaver-Meyers suggested a staff member at her library. The motion to approve the trademark license agreement as submitted failed unanimously. Donna Morris made a motion and Jeanie Johnson seconded to authorize Anne Prestamo and Pat Weaver-Meyers to work together to remove sub-licensing portions of the agreement and revise agreement for promotion to all OLA members and merchandising only with OLA. Agreement will need to be sent back to Pioneer for their Board approval. Motion passed unanimously. Deb Willis moved and Jeanie Johnson seconded to table further action until a revised agreement is submitted to the Executive Board electronically for review and vote on or before June 17th (which allows time for agreement to go to Pioneer Library System Board on June 28th). The motion passed unanimously.

B. Centennial Endowment Committee- Pat Weaver-Meyers. Pat distributed information on a 1400 square foot office for sale in Edmond. List price is \$139,000. Property is in an area with increasing value. Pat received approval from the Executive Board via an email vote to submit a contingent contract. The contract has been submitted to the owner contingent on receipt of a Noble Foundation grant for \$65,000 and a delay in closing to the end of July. Pat expects to hear from the owner May 24th. The Noble Foundation will make its decision on the grant by July 18th. OLA has a down payment of \$14,000 and this would leave a mortgage of \$54,000-\$55,000 or \$400/mo. which Pat thinks could be paid off in 1-2 years with additional fundraising and/or from other OLA funds. OLA has an unnamed person willing to secure the loan. Utilities will run between \$460-\$480/mo. The next big fundraising event is scheduled on the lawn of the Governor's mansion June 3, 2006. Those who would like to assist in the event should contact Pat. Pat is also continuing to seek grants from other foundations. Lynn congratulated Pat for all her hard work as well as the Endowment Committee.

C. Other- None.

VII. New Business

A. Petition to Create a Discussion Group for Tribal Libraries- Karen Alexander. Karen presented a petition signed by members of OLA for the creation of a statewide discussion group for Tribal Libraries. Kay Boies read the definition of a discussion group from the OLA Handbook and reported OLA has had discussion groups in the past. It is a vehicle used to allow members to come together for discussion without the organizational structure required for a DROC. The group would need to appoint a

person to convene the discussions and would have to partner with a DROC if they want a conference program or workshop. Donna Morris moved and Deb Willis seconded approval of the creation of the Discussion Group for Tribal Libraries. The motion passed unanimously.

- B. Programming for Boys Workshop Proposal-** Desiree Webber. Title: Connecting Boys with Books. Date: November 4, 2005. Location: Moore Public Library. Designed for librarians and media specialists to obtain the knowledge and skills to select quality materials and provide excellent customer service to meet the needs of the boys in their communities. Total expenses are estimated at \$2,620.00. Total income is estimated at \$2,800.00 with a \$56.00 registration fee for OLA members and a \$90 fee for non-OLA members. Under discussion it was recommended the fee be rounded off to \$60 and the non-OLA fee needs to double to \$120.00. It was recommended the information about the presenter, Michael Sullivan, being an author be placed above the information about his being Director of the Weeks Public Library. It was also recommended that the fax to OLA be added to the flyer as well as a notation for attendees to make one selection for lunch. Donna Morris moved and Anne Prestamo seconded to approve the workshop. The motion passed unanimously.
- C. SMART Workshop Proposal-** Paula Settoon. Title: Stress Management 2.0: Balancing Work, Home & Life for a More Productive You. Date: July 27, 2005. Location: Stillwater Public Library. Designed to provide tools to managers to reduce stress in daily life by managing time and commitments more effectively. Total expenses are estimated at \$1,275.00. Total income is estimated at \$1,725.00 with a registration fee of \$50 for members and \$100 for non-members. It was suggested the flyer be revised to provide more descriptions and provide CEU information. Donna Morris moved and Desiree Webber seconded approval of the workshop. The motion passed unanimously.
- D. Other-** Lynn McIntosh (for Jennifer Kidney). Lynn reported on a letter from Jennifer to the OLA Executive Board regarding a continuation of support of LTAIO, Oklahoma Connections, and through 2007, Oklahoma Reads Oklahoma One-Book discussion program. OLA has sponsored this program for the past 20 years. Anne Prestamo moved and Jeanie Johnson seconded approval of continued non-profit sponsorship of these programs. The motion passed unanimously.

VIII. **Adjourn** – Lynn adjourned the meeting at 3:25 p.m.

Addendum to minutes: On June 18, 2005, Kay Boies reported the following electronic votes for revised trade licensing agreement between Pioneer Library System Board and the Oklahoma Library Association: Yes votes: Lynn McIntosh, Anne Prestamo, Lynda Reynolds, Deborah Willis, Donna Morris, Wayne Hanway, Evlyn Schmidt, and Barbara Ray. No response: Jeanie Johnson, Margo Canaday, Desiree Webber. The document was sent to Gary Kramer on Wednesday, June 15th to submit to the Pioneer Library Board.