I. Call to Order: Linda Pye 12:25PM

II. Roll Call: Natalie Currie

   b. Guests present: Pauline Rodriguez-Atkins, Sheldon Beach, Ann Raia, Tricia Sweany, Jenny Bodenhamer

III. Approval of July Minutes: Natalie Currie

IV. Stacy Schrank made a motion to approve the minutes with corrections. Susan Urban seconded the motion. The motion passed with all in favor

V. Treasurers’ Reports
   a. OLA: Susan Urban
      • Endowment does not have a negative balance as is represented in the report. The negative balance was a result of an accounting error that has been resolved. The balance is $375.
      • Tim Miller made a motion to approve the report. Stacy Schrank seconded the motion. The motion passed with all in favor.
   b. OKSL: Cherity Pennington
      • According to OKSL Treasurer Rachel Oard, their ending balance is $864. Bank paperwork has been completed and Rachel will contact Susan Urban soon.
      • Natalie Currie made a motion to accept the report. Stacy Schrank seconded the motion. The motion passed with all in favor.

VI. Information Reports
   a. ALA Councilor: Nicole Sump-Crethar
      • Absent, no report
   b. Communications Committee Chair: Shay Beezley
      • Communications has approved the Oklahoma Librarian’s request to include paid advertising and adjusting the publication date to give more time to the Editorial Team to prepare for publication
      • They identified major tasks to work on and these include: reviewing YourMembership’s underutilized capabilities, setting parameters for email blasts, and updating the Communications Guidelines accordingly
      • Their next meeting will be August 30th.
c. Federal Relations Coordinator: Susan McVey
   - Information from the federal relations report comes from the ALA District Dispatch.
   - A number of bills have been introduced to the US Congress that involve libraries. In addition to the Wi-fi bill which would allow libraries to offer more access to low income customers, there was a bill about public library makerspaces that would create a competitive 10 million matching grant.
     1. S. 1674, the School Building Improvement Act of 2017 would authorize $52 million in bonds for construction projects for schools and explicitly includes libraries.
     2. S. 1680, the Marijuana Justice Act of 2017, could redirect funds currently used to enforce marijuana laws into a new Community Reinvestment Fund. This fund would provide grants for community development projects.
     3. S. 1694 and HR 3636, the Educator Preparation Reform Act, would amend the current definition of an educator to include school librarians, counselors and paraprofessionals. This would open up access to more training and development.
   - Good news: House Appropriations Subcommittee and full Appropriations Committee both recommended full funding of IMLS.
   - Libraries Ready to Code grant is now open for submissions.
   - Net neutrality and E-Rate are still hot topics. There was a bill that would provide some protection for individuals under the Email Privacy Act. Currently there is no protection.

d. FOLIO: Karen Neurohr
   - FOLIO is exploring hosting the first ever pre-conference for Friends, Trustees, and librarians.

e. Marketing Chair: Stacy Schrank on behalf of Kelsey Barker
   - First meeting was on August 3rd. DRoC liaisons will be contacting DRoC leaders soon. Let Kelsey know if you haven’t heard from liaison.
   - The workshop Social Media Bootcamp on July 28th was very successful- Thanks to Susan Urban for hosting.
   - OLA Store went to ICON.
   - Current projects include redesigning the membership brochure and flyer and the new Ambassador program. Contact Kelsey or your DRoC liaison if you need anything.

f. MPLA Representative: Tim Miller
   - Pre-registration deadline for MPLA annual conference to be held in Reno, Nevada is next Friday.
   - OLA member Leslie Langley is the incoming MPLA president.

g. Oklahoma Librarian: Jill McFall
   - Absent, no report.
h. **Webmaster: Charles Brooks**
   - Committee lists on OLA website should be accurate and up to date. Please review and contact Charles for updates.
   - Your Membership suffered a Denial of Service attach last week. YM assured clients that all backend data and information is safe because it was stored on servers that were not impacted by the attach. Let Charles know if you experience any issues with the website.

VII. **Unfinished Business**

a. **Proposed Ethics Workshop: Ann Raia and Sheldon Beach**
   - Adjusted budget by reducing number of expected attendees. They believe they can get more than 30 members. Food cost was reduced by number of attendees and different caterer. They anticipate large attendance from Ethics committee. CEU credit was bumped up to .57 by lengthening presentation times. They also shortened lunch so the day isn’t too long.
   - Stacy Schrank stated the speakers are excellent. Ann stated they will try to pull in journalism students and SLIS students with marketing. They also modified the flyer and session description, included speakers and credentials.
   - Linda Pye stated that the concerns the Board had have been addressed with the changes.
   - Stacy Schrank made a motion to accept the proposal. Natalie Currie seconded the motion. The motion passed with all in favor.

b. **AASL Travel**
   - Context: The Executive Board no longer supports paying for Kelsey Gourd travel to the AASL conference since she has moved out of state. Cherity Pennington will go in her place. After investigation, the flight for Kelsey isn’t transferable. Kelsey can use the ticket on her own at another time, but we it can’t be canceled. Kelsey stated that she would work with OLA to make arrangements. Linda asked Kelsey to refund OLA, but has not heard back from her at this time.
   - Tim Miller suggested sending a letter. Stacy Schrank suggested sending an invoice. Stacy Schrank made a motion to invoice Kelsey Gourd for the amount OLA paid for her Southwest Airlines ticket to attend AASL. Susan Urban seconded the motion. The motion passed with all in favor.
   - Stacy then brought up that the Board should discuss how to proceed in sending Cherity to AASL. Linda stated that the board had already voted to send Cherity, regardless of the refund from Kelsey.

VIII. **New Business**

a. **Change in Guidelines for Oklahoma Librarian: Jill McFall**
   - Absent
b. OLA Career Center Guidelines: Tricia Sweany

- The current instructions for the online OLA Career Center allows the job poster the option of keeping a job opening posted until filled. This creates a lot of check work for Tricia as she must check to see if each position has been filled periodically and then take action accordingly.
- When a job poster chooses the open until 30, 60, or 90 day option, the job opening is automatically removed at the end of that time frame.
- Tricia proposes removing the “until filled” option and retaining the 30, 60, and 90 day options, which would eliminate the time consuming check work she is currently doing.
- Susan Urban made the motion to accept the proposal. Cherity Pennington seconded the motion. The motion passed with all in favor.

c. Performer’s Showcase: Tim Miller

- This topic was originally discussed at the June 2017 Executive Board meeting, but needs further clarification.
- The question at hand is: can the organizers of the Performer’s Showcase hold over money from one year to the next? Tim Miller stated that Adrienne originally requested a pass-through account for the Performer’s Showcase, which would allow the Showcase to keep profits from one year to the next. The Executive Board in 2012 voted no to the pass-through account. Instead, the Performer’s Showcase is treated like a workshop. It operates under OLA’s umbrella, uses OLA’s infrastructure, and OLA retains the profits. The proposal should also be presented to the Executive Board each year for approval, just like a workshop.
- There are a few groups that do have pass-through accounts, like Endowment, GOLD, SRRT, and OKSL.
- The Performer’s Showcase proposal was not brought before the board this year. They are also advertising that all attendees will receive a free lunch. In the past, the Board has only approved lunch for the committee members and vendors. This is resulting in no profits for OLA.
- Stacy Schrank asked why the Showcase is done through OLA?
- Tim Miller stated the benefit may be that the OLA office has the infrastructure to accept registration, money, and advertise. This event has been very successful and profitable in the past.
- Tim Miller- the question for the board is how should this work in the future? Once the decision is made, expectations should be communicated to that group.
- Stacy Schrank- If it’s structured as an OLA workshop, it would have to meet the same budgetary requirements as any other workshop. It would have to be approved each year by the Board.
- Tim Miller- The board needs to decide if what was voted on in 2012 is still in effect.
• Linda Pye suggested that since there is a new president, treasurer, and office manager, some messages may have been lost.
• Stacy Schrank- Unless you were aware of vote in 2012, you wouldn’t know the stipulations of the vote.
• The event has already been advertised and the performers have already written checks to OLA. Typical expenses for this event include: three prize subsidies to help pay for summer reading in the amount of $100, $150, and $250, and small lunch. This year the group mentioned giving away gas cards to attendees.
• Stacy Schrank- Because the Association’s infrastructure is and name recognition is used to put on the event, OLA should get something back, since all of those things cost the Association.
• Linda Pye- Groups don’t know how to handle paying for lunches since Kay’s retirement. They should get an invoice from the caterer, then give it to Tara or Susan who will send payment.
• The following motion was made by Natalie Currie: The Board will re-communicate to Adrienne that the Performer’s Showcase is a workshop, and as such, its organizers should submit a workshop proposal to include a budget on a yearly basis subject to approval by the Executive Board, and follow all of the workshop guidelines outlined in the OLA Handbook. Tim Miller amended the motion to include that the vote made by the Executive Board in 2012 stating that there is no pass-through account for the Performer’s Showcase is still in effect. Susan Urban amended the motion to state the only thing OLA is paying for this year is the lunch that has been advertised and the summer reading prizes. Gas cards will not be paid for. The motion was seconded by Tim Miller. The motion passed with all in favor.

d. Transition Committee Report: Linda Pye
  • The Transition Committee interviewed two Association management companies. They are making a recommendation to the Board that OLA engage in contract negotiations with Amigos Library Services for association management services for an amount not to exceed $38,000 annually.
  • The Committee was in agreement in their preference for Amigos and thought they were very library oriented. They are currently managing the Missouri Library Association and they are very pleased with results.
  • Susan McVey- They also do Western Council of State Libraries
  • Tim Miller- and the Association of Bookmobile and Outreach Services.
  • Linda Pye- Alabama Library Association and Arkansas Library Association also use companies and are very pleased.
  • Because Amigos is not local, phone calls to OLA would be directed to Dallas and mail would be directed to Missouri. It is possible to discuss
caller ID and how phones will be answered in the contract negotiation process. Linda stated that they are very responsive and usually get back to you within an hour.

- Things that will be negotiated for in the contract process include: Conference planning, working with the conference site, accepting bills and payment. They will only handle accounts receivable and deposit money. They call themselves a back office, answer member questions. They would handle registrations for workshops, but wouldn’t come to workshops in person. We might ask a representative to attend board meetings and some essential meetings. Amigos has a large staff to accommodate our needs. Stacy stated that there’s always someone to answer the phone or answer questions.

- Susan McVey brought up that the Marriot Southern Hills in Tulsa contacted ODL, possibly because they couldn’t find OLA. Situations like this could occur more frequently. Linda agreed and stated that we won’t be using the post office box in Edmond anymore, might be able to negotiate for the same phone number

- Susan Urban- Will we maintain the office space lease? Linda stated the board would need to make a decision. We don’t pay much for it and could use it for to store merchandise, host meetings, or let ODL use it. Tim Miller- Endowment pays for the office and is in favor of moving to a storage unit.

- Linda Pye- What is the lease agreement for the office? Tim Miller stated it’s a month to month agreement with no lease. We need to ask Kay if that agreement is in writing. Susan brought up several pieces of furniture that needed to be considered, such as the FOLIO filing cabinet and office furniture donated by Pat Weaver Myer. Tim stated the Board will need to vote on how to proceed on the office.

- Susan Urban- With us using Bank of Oklahoma and Amigos being based in Missouri, how do we get money? Tim- They use a process called RDC to scan the checks and deposit them that way. We do need to make sure Bank of Oklahoma supports that process. This could result in money being deposited faster. Susan stated she will contact the bank to check.

- Jenny Bodenhamer- Execdirector@oklibs.org may no longer be the best choice for CE documents as that will go to Amigos.

- Susan McVey- Will they put together packets for meetings? Tim- That could be a part of the contract negotiation.

- Amigos will use Your Membership to operate our website.

- Natalie Currie- When Kay was here, members could call the OLA office and she would know the answer to every question. What will that look like with Amigos? Tim- It will be an immediate pickup, and they will get back to people or refer them if they don’t know the answer. They
usually respond within 24 hours. They work closely with the officers to maintain efficient service. The meet with each President to discuss goals for the year.

- Natalie confirmed that the Transition Committee is firmly behind using an association management company, and specifically Amigos. They are in total agreement.
- Susan McVey- Nonprofits register with Oklahoma Secretary of State-Amigos asked about this and it’s on their radar.
- Susan Urban- Who is negotiating the contract? Will a lawyer look at it? Linda will negotiate the contract and then it would be brought to the board for approval. Susan McVey agreed having a lawyer look at the contract was a good idea. Linda and Tim agreed that the Transition Committee would find a lawyer to review the contract.
- Natalie Currie made the following motion: The Transition Committee has interviewed two association management companies and is recommending to the Board that OLA engage in contract negotiations with Amigos Library Services for association management services for an amount not to exceed $38,000 annually. The final contract will be reviewed by a licensed attorney in the state of Oklahoma, and will then be brought before the Board to be voted on for final approval. Susan Urban seconded the motion. The motion passed with all in favor.

**IX. Adjourn** - Stacy Schrank made a motion to adjourn. Cherity Pennington seconded the motion. The meeting adjourned at 1:38 PM.