I. Call to Order at 11:10 am – Linda Pye

II. Roll Call- Natalie Currie
   a. Members present: Linda Pye, Stacy Schrank, Susan Urban, Nicole Sump-Crethar, Cherity Pennington, Wenshang Wang, Tonya Baldwin, Natalie Currie, Kelsey Barker, Charles Brooks, Susan McVey
   b. Guests: Tracy Byerly, Michelle Siekel, Stacy Delano, Alyson Hayes, Pauline Rodriguez-Atkins, Parker Atkins, Tom Rink and Misty Long.

III. Approval of November Minutes- Natalie Currie
   a. Received corrections on who was present via email. Linda pointed out a grammatical error.
   b. Cherity made a motion to approve, Tonya seconded the motion and it passed with all in favor.

IV. Treasurer’s reports
   a. Susan Urban- OLA
      i. See attached document.
      ii. Natalie made a motion to approve, Cherity seconded. Passed all in favor.
   b. Cherity Pennington- OKSL
      i. See attached document.
      ii. Stacy made a motion to approve, Natalie seconded. Passed all in favor.

V. Information Reports
   a. ALA Councilor- Nicole Sump-Crethar
      i. Nothing to report on ALA Executive Director search.
      ii. ALA annual registration will open in Jan.
   b. Amigos- Tracy Byerly
      i. They have been working with Linda and Charles on learning Your Membership, including processing memberships and renewals, and thinking about how to promote things like institutional membership. They are adding items to the calendar and learning about the flow of information. Tracy gave kudos to OLA for the amount of workshops produced compared to other associations. They have been working with Sarah on the 2019 conference site contract. Answering contact forms from OLA website and responding within 36 hours. They are adding new staff to St. Louis office who will be working with us. Let her know if you have any questions. Kelsey asked if Amigos could take on adding events to the OLA calendar. Tracy confirmed this was a part of their contract. Charles stated that he would change the contact email address for the calendar from marketing@oklbs.org to ola@amigos.org.
c. Communications Committee– Shay Beezley
   i. Absent, no report.

d. Federal Relations and ODL- Susan McVey
   i. The FCC rolled back Net Neutrality regulations. You can reach out to the Oklahoma Congressional Delegation or visit the ALA Action Center to for more information on how to voice your opinion.
   ii. ODL Report
       1. No federal or state budget yet. The governor has announced a special session to begin on Monday, but the executive order hasn’t been issued. The executive order must come first to let them know what to review. The only requirement is that they attend the session, but they can adjourn without taking action. It is an adversarial relationship right now. Dec. 8th was deadline for requesting bills for 2018 session, starting in February. Legislators requested 2,769 bills and resolutions. There are 1,990 left from last session, meaning 4,403 bills will be live for the upcoming session. This is more than normal, as about 3,000 was the max in previous years. Usually only about 10% of bills are heard or decided on. Susan doubts there will be many carry over bills heard. These numbers do not include appropriation bills as they are not subject to deadlines. Committees are also allowed to file substantive bills after the deadline. Only 13 new bills are available for public view at this time. The only bill they are currently tracking is a senate joint resolution that would call for a vote of the people on a constitutional amendment that would direct the legislature to make line item appropriations for higher education. Right now they appropriate lump sums that are then appropriated by the Regents. This means the legislature would set individual budgets for each higher education institution. Cherity asked if there was any word on the governor’s executive order to consolidate schools that meet certain criteria and if the order was definite. Susan confirmed it is, but the deadlines have not been set. There are very few districts that meet that standard. And since Fallin won’t be in office during implementation, it is more of a concept than a real directive. The new governor and legislature would have to want to make it go into effect.

e. Friends of Libraries in Oklahoma- Karen Neurohr
   i. Absent, no report

f. Marketing Committee- Kelsey Barker
   i. Busy with promoting workshops. Need to know if you want workshops promoted and have budgeted for that, or if you want the OLA store at your workshop. Exploring options for the OLA Store, including making the store on demand, per Tracy’s suggestion last month. She hopes to make a proposal to the board on that in January.

g. Mountain Plains Library Association- Tim Miller
   i. Absent, no report.
h. Oklahoma Librarian- Jill McFall
   i. Absent, but Linda Pye announced Jill would not be able to fill the role next year. Let Stacy know if you’re interested.

i. President’s report- Linda Pye
   i. Linda is working on getting the Sequoyah team in place and learning a lot and while attending their meetings. She is working with Tracy and the transition committee and will have a conference call in January with Amigos to iron out issues. Linda stated she is glad Tracy is looking at traditional practices critically and simplifying workflows. The 2019 conference hotel contract has been signed. 23% has been confirmed for service charge and the 2.5% rebate has been locked in. She is also working with the nominating committee.

j. Webmaster- Charles Brooks
   i. No report.

VI. Unfinished business
   a. Legislative Workshop
      i. Linda asked the Board to reconsider the Legislative Committee’s workshop proposal.
      ii. Susan Urban asked for clarification on whether or not lunch would be included in registration. Linda called Meghan and she confirmed this.
      iii. Susan stated that workshops are not bringing in as much money as they propose in the budget. Linda stated that workshop attendance is down. Susan Urban voiced concern that this workshop may not make money because of the speaker cost. For example, the Ethics Committee workshop only made $87. There were also concerns that the budget form had not been filled out properly and there were missing dates in several places. Susan Urban made a motion to approve, with the submission of a corrected budget.
      iv. Michelle Seikel mentioned the UCD and PLD workshops are also happening in same time period. Tonya and Kelsey echoed concern about the date. After some discussion, the group agreed to table the approval of the workshop so the budget form could be fixed, a better date could be found, and so Tim and Meghan could be present to answer questions. Cherity made a motion to table, Susan seconded. The motion carried with all in favor.

VII. New business
   a. Proposal to use Hello Crowd app as conference program- Kelsey Barker
      i. Kelsey proposes that we use a mobile app as our conference program instead of the traditional printed version. Last year OLA spent over $2,100 on the print program which was 74 pages long. The previous year it was $1,900. Shay Beezley, the previous marketing chair, recommended moving away from a print program, which spurred Kelsey’s investigation. They also recommend that Local Arrangements produce the program instead of Marketing to help resolve past communication issues.
ii. Kelsey proposes OLA purchase the use of an app called Hello Crowd at $499 which includes unlimited downloads, an OLA branded conference app, multiday schedules, attached documents and presentations, bios, maps, push notifications, and sponsored banners. Kelsey proposes that both Marketing and Local Arrangements have access to the app. Marketing can build it, but Local Arrangements can also make changes. Pauline asked if she could also have access and Kelsey agreed. As a part of this proposal, Kelsey suggested printing a tri-fold conference guide to include the grid as a supplement for those who do not wish to use the app. These tri-folds can be printed through Norman Public Schools for about 7 cents apiece. Benefits to this plan are saving around $1000 on printing costs, updating the schedule as needed, push notifications, full session descriptions and linked content, embedded evaluations, scavenger hunt feature, presenters can poll the audience, etc. Potential drawbacks: the learning curve, but Kelsey is confident they can learn to use it quickly; some attendees won’t have access to the app, but hopefully the printed guide will solve that problem; possible wi-fi connectivity problems. Susan asked if the app would work on all iOS and Android devices, Kelsey confirmed. Parker asked if there is a website version. Kelsey stated all of that information would be on the OLA website. Cherity asked if she knew of other conferences that have used the app or of other reviews. Kelsey was not aware of other conferences, but it does have good reviews. Natalie asked if wi-fi was included in the conference contract and Linda confirmed.

iii. Charles echoed concerns about people who don’t have smart phones. He stated the vendor packet will also need to be updated quickly as it is scheduled to go out early next week. It should state the difference in the ads. Susan asked if the $499 cost would be paid every year, Kelsey confirmed.

iv. Tom Rink stated the Special Library Association uses a similar mobile app with great success. They also use a smaller program for those without smart phones.

v. The group discussed how to go about changing the information in the vendor packet and the timing, as it should be sent out on Monday. More information should be gathered on how much to charge vendors for these new ad options. Stacy suggested having vendors contact someone specific for more information on ad pricing. Susan stated that we made about $300 in ads last year. Tracy recommended sending out a second push separate from the packet to generate interest. Kelsey agreed that might prevent the ad information from getting overlooked in the packet. Stacy called Gloria to get her opinion on taking out the advertisement information in the vendor packet, then sending out a second communication just about advertising. Charles can change info on the website, Gloria will contact Dana to take out that info from the PDF packet.

vi. Natalie made a motion to move forward with purchasing the use of the Hello Crowd app at the price of $499 to use as the 2018 conference
program and printing the mini trifold supplement through Norman Public Schools, not to exceed a cost of $100. Susan Urban seconded the motion and it passed with all in favor.

b. Social Responsibilities Roundtable Workshop- Stacy Delano
   i. The workshop will be held at the Enid Public Library on March 7th, on the topic of religious diversity in library collections. Cherity pointed out a typo on the flyer.
   ii. Susan Urban made a motion to accept the proposal, Stacy seconded the motion. The motion passes with all approved.

c. Supervisors, Managers and Administrators Roundtable- Alyson Hayes
   i. The workshop will be held at the Moore Public Library on March 29th on the topic of basics for new managers. This would include emotional intelligence, crucial conversations, dealing with difficult people, etc.
   ii. Stacy pointed out a typo on the flyer. Susan pointed out that $25 should be added to the budget for promotions. The group discussed whether or not the cost of registration should be lowered, or should lunch be included. Alyson agreed to provide lunch and keep the cost of registration the same.
   iii. Natalie pointed out that if someone requests to reduce the cost of workshop registration in the future, the language in the handbook should be updated for compliance, as the current language does not allow for a cost reduction.
   iv. Stacy made a motion to approve the proposal with the inclusion of lunch at the $65 fee, Cherity seconded. The motion passes with all in favor.

d. OLA Handbook- Michelle Seikel
   i. After Kay’s retirement, the OLA Handbook requires a major revision because the Executive Director is referenced throughout. Those mentions can’t be replaced with Amigos because they aren’t doing everything the Executive Director did. It’s more than just deleting, it requires determining who will be doing the things the Executive Director was responsible for doing. There are also a lot of procedures in the handbook where the Executive Director is mentioned, including those dealing with workshops. Linda stated the Sequoyah procedures need to be updated too. Michelle also stated that the local arrangements committee is not mentioned in the handbook. Michelle needs to know if she should go through the handbook and make draft changes. Or should she contact each DRoC to review their sections for updates? Stacy stated that Michelle should review the handbook for consistency, but the DRoCs should send their suggestions to her. The DRoCs will need her guidance because they won’t have all of the information. Linda echoed this. Michelle will work with Linda and the DRoC leaders to answer any questions. Susan Urban requested that Michelle highlight suggested changes when she sends her draft to the Board.
   ii. Natalie suggested that this is an opportunity to take a hard look at how the association operates and implement some of the recommendations that came out of last year’s conference planning process. There could be a quick fix now if needed, but we should take the opportunity to evaluate
and update our processes. Susan Urban echoed this. Susan McVey suggested that Tracy may have some guidance on how other associations have approached this. External feedback can be helpful. Natalie asked Stacy if this was something that he is thinking about as incoming president. Stacy affirmed and stated that some of OLA’s practices are no longer efficient and being able to commit to things are harder. We have to look at ways to streamline processes to keep people involved. Linda suggested that Michelle get started on addressing the Executive Director mentions now. Stacy suggested that we be more generic, about who are management entity is to make updates in the future easier. Tracy pointed out that the 200-page handbook covers a lot of policy. She suggested divorcing policy and procedure to make the document nimbler. Natalie echoed this idea.

iii. Stacy and Michelle will get together next week to put together a plan to proceed. They will discuss what constitutes the handbook and what constitutes procedure, and what information is needed to help the DRoCs proceed. There was discussion on whether a vote was needed. It was decided that no vote was needed since Stacy and Michelle will meet to gather more information.

e. Future of ITRT - Jackie Kropp

i. Jackie has served as the Chair of ITRT the past two terms and will not be able to serve in that capacity next year. There is very low participation and interest. No one has volunteered to run for chair next year. Charles stated that we have been in this position in the past. Charles and Jackie talked about their disappointment that there isn’t more active participation, especially since all library staff deal with technology. They suggested rebranding the roundtable may help, as there is a misconception that it is for IT professionals only.

ii. Natalie stated that it is okay to let things go if they aren’t working, especially since they have tried to revive interest. Technology in libraries isn’t as specialized of a topic as it once was and other DRoCs do cover this subject since it is so ubiquitous. Wenshang suggested consolidating ITRT with Technical Services. Jackie and Linda stated that the topics weren’t closely related enough. Stacy suggested taking a year to think through the purpose of the roundtable and making a decision then. Jackie agreed it would be okay to let the roundtable go, but would like to see ICon continue. There was a discussion about integrating the spirit of ICon in the annual conference or whether it could take a workshop form. Other DRoCs could take on this project. Charles reaffirmed that he would be disappointed to see ICon discontinued, but agreed with the group discussion.

iii. The group commended Jackie on her hard work on the ICon conference and as ITRT Chair. Kelsey suggested ICon take a similar form as Mildred Laughlin. Susan McVey reminded the Board that past groups have gone inactive for a period of time to gauge interest. The group decided to let ICon take a pause to re-evaluate the purpose and interest. As no action is
being taken, a vote is not required. Charles also suggested sending out a final email blast to ITRT members to let them know about the situation and ask for participation.

VIII. **Adjourn at 1:18pm**

a. Natalie made a motion to adjourn. Susan Urban seconded.