I. **Call to Order – Linda Pye, 12:00 PM**

II. **Roll Call – Natalie Currie**

III. **Approval of October Minutes – Natalie Currie**
   a. Correct Tom Steele’s name.
   b. Motion to approve the minutes with a correction made by Cherity Pennington and seconded by Tonya Baldwin. The motion passed with all in favor.

IV. **Attendees:** Linda Pye, Stacy Schrank, Melody Kellogg, Natalie Currie, Cherity Pennington, Tonya Baldwin, Susan Urban, Charles Brooks,
   a. Guests: Karen Neurohr, Tom Rink, Kristen Walker, Tracy Byerly, Parker Atkins, Pauline Rodriguez-Atkins, Jenny Bodenhamer

V. **Treasurers’ Reports**
   a. **OLA – Susan Urban**
      i. Report attached.
      ii. When we did the budget for this year, we neglected putting in the hotel for AASL travel.
      iii. A refund from Kelsey Gourd was never received. Two invoices were sent and we haven’t received a response. Tracy said Amigos would take over the process of contacting her.
      iv. Pauline asked if there was a budget to purchase hotel rooms people involved in the conference planning process and who gets a budgeted room? Susan Urban confirmed a room for Local Arrangements is included in the budget. The President’s room is a part of the negotiated contract. Tim stated that free rooms are usually a part of the contract and Kay decided who got them. Pauline asked for clarity on who would get a room. The contract with the hotel would have to be reviewed first to determine the number of free rooms received.
v. Stacy made motion to accept the treasurer’s report. Natalie seconded the motion and it passed with all in favor.

b. OKSL – Cherity Pennington
   i. Report in packet is from last month and it is still the same.

VI. Information Reports

a. ALA Councilor – Nicole Sump-Crethar
   i. Absent, no report.

b. Communications Committee – Shay Beezley
   i. Absent, no report.

c. Friends of Libraries in Oklahoma- Karen Nehrou
   i. She hasn’t received the final number of nominations for the Friends of the Library of the Week award. They are looking at relocating the FOLIO archives which are housed at the OLA office.

d. Federal Relations Coordinator – Susan McVey
   i. Report and supporting documents attached.
   ii. The special session has adjourned. After 8 weeks, they’ve created a funding patchwork to fill the budget gap. It uses a variety of one time sources, money from Rainy Day fund, money from revolving funds, carry over money, and cutting budgets for 49 agencies, including ODL. ODL’s funding was reduced by 2.9%. Libraries will be effected by cuts to these agencies and services. Senate voted down the bill that would have exempted big rig vehicle tax. Governor said she didn’t know if she’d sign the bill. They also proposed decreasing legislator pay by 8.8%.
   iii. Stacy: How will the reduction impact ODL? Susan stated their employment has dropped to 35 individuals instead of 82 through open positions that can’t be filled. The most worrisome thing is how it will affect federal maintenance of effort for those funds. Will reduce the money by the amount you miss your target. Depending on how this plays out, we could be making some serious cuts in services paid for by state
and federal funds. People in legislature are aware due to the hard work of the legislative liaison team. This is a situation all agencies are in and there are very dire stories being told by critical services being cut.

iv. The Executive Board shared appreciation for Susan, ODL and the work they do.

e. Marketing Committee- Stacy Schrank on behalf of Kelsey Barker
   i. Helping with workshops. Presidential mugs are in. Can buy at next OLA function. Next meeting is Dec. 5th.

f. Mountain Plains Library System Representative – Tim Miller

g. Oklahoma Librarian – Jill McFall
   i. Absent, no report.

h. Oklahoma School Librarians- Cheryt Pennington
   i. AASL national conference was last week. Look for American Libraries podcast featuring OK librarians. Thanks to OLA for helping them attend the session on new standards. They are the best she’s ever seen.
   ii. Go to Standards.aasl.org to see them. There are three frameworks: school libraries, school librarians, students. It’s a nationwide a tool for librarians to evaluate themselves and their programs. Oklahoma has standards, but not all states do. It is also an advocacy tool to use with administrators to say what they should be providing. The standards are progressive and encompass every grade level.
   iii. Will have pre-conference and programs at conference. OKSDE was there and they met with their representative. They believe the new standards will be adopted for OK, but wouldn’t have to go through the state legislature. They will know more soon. The current adopted standards are same as those from 2007, so it would just be an update and should be accepted.
   iv. AASL also has three grants to award to affiliates to help with training, hopefully OK will receive one.
i. **Public Library Division - Tonya Baldwin**
   i. Workshop proposal will be presented to the board today.

j. **Sequoyah Committee - Jamie Hale**
   i. They are choosing new 9 members for their reading teams. Linda sent out letters this week and so far they’ve heard from one tentative and one yes. They’re meeting again on 12/11. All three winning Sequoyah authors are confirmed for conference.

k. **Webmaster – Charles Brooks**
   i. Website is running smoothly. He is working with Tracy and Amigos to make the transition.

l. **Amigos Library Service – Tracy Byerly**
   i. The group reviewed the Amigos handout on how they’ll support the organization. They are working with Susan and Tim to get the financials together and learning about workshop registration. They will provide support to board activities. They are also getting to know the online calendar and working with Stacy on creating a leadership retreat for next summer. Please include her on conversations about organizational knowledge and bylaws to share their experience.

m. **President’s Report- Linda Pye**
   i. Let Linda know if you have any questions. If you don’t hear back right away, she will get back to you.
   ii. She is answering phone calls and emails that would have gone to Kay. She attended the TSRT workshop and sold some items. Attending as many meetings as possible. Ironing out the transition and the OLA office.

**VII. Unfinished Business**

a. **Office Situation – Linda Pye**
   i. During the last meeting, the Board discussed purchasing a storage unit to store marketing merchandise. Linda contacted State Farm and we currently pay $550 a month for renter’s insurance for the office.
However, State Farm can’t insure a storage unit and most companies won’t because it’s high risk. High risk insurance would be about $1000. After discussion, the Board agreed to take more time to figure out what to do. The office has been budgeted for through the end of June. Linda proposes that the office is kept until the end of June, that gives enough time for all of the groups to get their things. OLA’s archives are at OSU, FOLIO’s will go to OSU too. We also need time to go through the office and files.

ii. Linda also found a copy of the lease and it is not month to month. The lease goes through 2019. We need time to negotiate an exit or figure out if we wanted to pay to get out of the lease. It’s possible they will work with us. The rental rate is $650 a month, but the going rate for other offices is $1200-$1400 a month. A legal expert might need to look at the lease and give advice. Tim- It’s going to be tough to get out of the lease and will cost us some money. Meet at the office when you can. You can let Susan McVey know if you need the key and she will leave it at ODL’s circulation desk. Susan McVey asked if the office could be sublet? Melody: Usually you cannot sublease, but we should check.

iii. Stacy: Have another conversation with the Endowment now that we have new information. They don’t want to kick us out, but they didn’t know why we needed to keep the office because we didn’t have all of the information. We need to figure out what our options are, then communicate those with the Endowment. OLA can’t financially support paying for the office. I don’t know if we want to spend our money on the office.” Linda looked at the OLA Handbook and the office was planned as a meeting and learning space.

iv. Linda: Motion- Keep the office until the end of June of 2018 and don’t pursue the storage unit. Melody seconded the motion.
v. The Board didn’t vote for a 5-year lease, that was signed by Kay independently. Tracy suggested to liquidate the inventory we currently have and go to a order on demand model. Amigos can store up to two copy boxes of files and scan them to share. Stacy- Can we have space at ODL? Susan- An Attorney General opinion states state agencies can’t support non-profits, no matter the organization. Karen said the OSU archive is an option, but she isn’t aware of the specifics of the agreement. Melody found out it was originally a gentlemen’s agreement made during a meeting, so a real one should be made. David Peters asked Mel what the agreement is, there isn’t a real one. Pat Weaver-Myer does not want the furniture back. Stacy- respect Lisa’s concern, but this situation is new and different for us. I don’t think we should do a knee jerk reaction without exploring our options. The money is generated from the interest every month just to pay for the rent.

vi. The motion carried all in favor.

b. Membership Dues

i. Charles brought up last month that we were supposed to have an increase in dues in 2016, but that didn’t happen. We were also supposed to raise them in 2018. The Transition Committee communicated to the membership that dues would not raise after hiring an association management company. Because of this, it would be difficult to continue with the plan to raise dues. Stacy restated the motion to rescind the plan to increase dues. Natalie asked for confirmation that the Association would be in good financial standing if we did not go through with the increase. Tim Miller confirmed that the increase is no longer needed. There was discussion on whether or not the original motion could be rescinded since it had already gone into effect. Melody made a new motion that the dues structure should remain as is, until it is further
reviewed at a later date. Tim seconded the motion and it carried with all in favor.

c. Sequoyah Rebranding – Melody Kellogg

i. Asked for an email vote to approve Sequoyah brand contest and it passed. The amount of award money still needs to be approved by the Board. Melody proposes a $200 award for first place. There was discussion about the source of the funding. Melody stated there was a $1200-1300 surplus from last year’s budget. Stacy it would specifically come from the general fund. Natalie seconded the motion and it passed with all in favor.

VIII. New Business

a. Stained Glass by Phillip Fitzsimmons

i. Phillip has made stained glass pieces with a Tolkien theme for SRRT in the past as a fundraiser. Now he is offering to do that for OLA. Tickets would be sold and the money would go to the general operating fund. He is asking for $120 to cover materials and is donating his time. In the past, it has brought in a lot of money, at least $600. Susan pointed out that if OLA gave him the money for the materials but didn’t finish the project, we have then given money to an OLA member. Stacy agreed that is a precedent we did not want to set. Linda will take the concerns back to him.

b. Sites Committee Recommendation – Sara Schieman

i. Motion: Use Embassy Suites in Norman for 2019 Conference on March 13-15, which is Wednesday through Friday. Three bids were submitted in total, including the Choctaw Casino in Calera and the Reed Conference Center in Midwest City. The majority of the committee members voted for Embassy Suites. The Committee determined the Reed Center was too small and the Embassy Suites were a better size. The Choctaw Casino had a high service charge. Cherity seconded the motion. Embassy suites won’t
budge on 23% service charge, but offered a 2.5% rebate on food and beverages if we sign by certain time. Stacy pointed out perks of Embassy Suites- nice rooms, happy hour and breakfast are included, and there is a lot to do in the area. Food and beverage minimum is $25,000 and wifi is $1000. The motion carried with all in favor. Tracy will work with Sara to negotiate the terms further, like knocking off the wifi cost and lower the minimum, before Linda signs.

c. Stacy proposed that the president elect be the chair of the sites committee. They are already invested in the outcome/process. We need to be more proactive on getting deals with sites and haven’t been able to do that because we’re often late to the game. Susan- We need to be more business minded when making decisions about planning conference, especially when choosing the location and negotiating contracts. Stacy- The biggest advantage of planning ahead is getting the dates we want. The group discussed the challenges of finding a location that fits our needs and is comfortable, while also providing variety.

d. **UCD Workshop Proposal – Linda Pye**
   i. Linda described the workshop. She mentioned they would like to offer a student rate.
   
   ii. Stacy made a motion to accept the proposal. Cherity seconded the motion and it passed with all in favor.

e. **PLD Workshop Proposal – Tonya Baldwin**
   i. Tonya pointed out that she updated the estimated number of attendees, which changed the total profit. Tonya confirmed that they normally had an attendance of around 30. Susan Urban- If we are wanting a student rate, we should offer it for everything. Stacy agreed and suggested putting it on everything. Natalie- Pointed out that it would be a handbook change. Jenny also suggested outlining in the handbook that the board has discretion there. Melody pointed out the section of the handbook
that details cost structure for workshop registration on mentions librarians specifically, so it needs to be updated anyway.

ii. Natalie made a motion to accept the proposal. Stacy seconded the motion and it passed with all in favor.

f. **CATS Workshop Proposal – Kirsten Walker**
   i. Kirsten described the workshop. It is co-sponsored by OKSL. They will announce the Sequoyah winners at the workshop. They will add $25 to the budget for advertising. The overhead was also calculated incorrectly, which will be fixed.
   
   ii. Stacy made a motion to accept the proposal. Natalie seconded the motion and it passed with all in favor.

   g. Tim would like to have a vote by email for the Legislative workshop, which will be at the end of January.

IX. **Adjourned at 1:50 PM**

   a. Melody made the motion to adjourn, it was seconded by Cherity.