

Friends of the Library Advisory Board Meeting Minutes
Friday, November 15, 2019
12:30 pm., Lillard Conference Room, CL208J4

Present: Ted Honea, Randal Ice, Linda Sealy, Jessica Sheetz-Nguyen, Habib Tabatabai, Nicole Willard

Absent: Cheryl Frech, David Macey; Lee Tyner

I. Welcome

II. Old Business

1. Approval of the May 1, 2019, board meeting minutes:

Jessica asked for any discussion on the minutes from the last board meeting. There was no further discussion so Randal moved the minutes be accepted as is, and Linda Sealy seconded the motion. The minutes of our previous meeting on May 1, 2019 were unanimously approved.

III. New Business

- 1. Executive Director's Report-Habib** gave an update of current Library activities. He indicated we continue to work on updating our user spaces. Also, we are trying to create a research liaison for faculty. It is a better methodology learning what research students and faculty are working so we can have a librarian focused on their needs. He highlighted Cabell's Publishing Directory, which puts out a blacklist of a predatory journal and said the College of Math and Science had stated publishing in any journals on this list will not be accepted for in their tenure review process. He touched on the Innovation Studio and other new services the Library is offering. Habib also mentioned the Library will be open 24/7 the last two weeks of the semester with the usual final's week activities. Nicole asked if Habib wanted to elaborate on our partnership with OIT and Library space. Habib replied the micro-comp has been closed because of lack of use and OIT will now be using this area for office space. We will be expanding our laptop checkout service with some additions coming from OIT. We are also extending the time they can be checked out and are considering a full semester checkout. The members were all glad to hear this news as many of their students have a need. Linda Sealy made the observation that most students used the micro-computer lab for printing and she wanted to know where will they print now? Habib indicated we will be moving the printers from the micro-computer lab

into the library and put in use. Also, OIT is looking at print solution for the whole campus. Nicole said the Library will be offering \$5.00 in free prints each semester. She went on further to say the goal with the print solution is to be able to print from any device and pick it up at any printer on the UCO network. There was further discussion about other types of equipment that could be checked out. Dr. Ice gave the example of having slides or VHS tapes that they need to look at do we have the equipment for use. Nicole indicated we do have some equipment and for what we don't we can outsource the digitization of any format. (See attached Executive Director's Report for further details.)

2. **Treasurers Report:** (includes account balances and expenditures)

Nicole indicated the summary page on top is for the first quarter of the fiscal year July-Oct. Also included are the account balances for FOL funds. Nicole said when she reached out to the Foundation Sydney Richardson, new office manager, indicated the Foundation was working a new system that would be able to provide monthly reports with account balances. This would be a huge improvement. She also indicated the Library gets month reports on Library giving to the Foundation, which to several years to accomplish. But now that we get these reports we are able to reconcile with what is in our records and we find mistakes quite often. The members were glad to hear this news as many of them also have Foundation accounts they work with.

3. **Earnings Report:** (includes donations & book sale & expenditures)

Nicole indicated there is a report for through the first quarter of this fiscal year FY20 and a full report of earning for FY2019. She provided this because we did not yet have earnings for the 4th quarter of 2019 when we last met. We raised \$15,130.00 in funds in 2019 and approximately \$14,000 in kind through book donations that were added to the Library's collections. She showed that the Earning Report gives very granular detail on how all our funds were raised. Nicole indicated we try to exploit every way possible to sell donated books to get the greatest return for them. Also included with the Earning Report is a breakdown of all our expenditures.

4. **Membership Report:**

Nicole shared that this time we included membership numbers from our last meeting to offer a comparison of how our membership fluxgates throughout the year. It makes it easier to see changes. The Membership drive runs through November but we will count in funds that come in through the end of the calendar year as part of the membership drive. Jessica offered the idea of

giving away a red paper poppy to those who join or give to the library since Veterans Day also occurs in November. In the UK everyone wears them for the whole month of November. Linda indicated they wear them in Canada as well. The red poppy would indicate I gave to my library. The other members agreed and liked the idea. Nicole mentioned we do have a prize for those who join or increase their giving. Their names will go into a drawing for the new Amazon Echo earbuds. Linda and Randy asked how they can find out what they gave last year so they know how much they would need to increase it. Nicole said they could call her and she would look it up for them. There was additional discussion about the Foundation and how what their administrative fee is. It seems the fee for scholarships may be different from business accounts. (For more details on FOL membership see attached report.)

5. Contests & Events Report:

Nicole mentioned the last report was the Contest & Events Report. She pointed out we did not have any student contests this semester and it was because we were short two staff people and she didn't have the time to do it herself. We hope to be back up to full staff by next semester so we will try to compensate by offering more student contests during the spring semester. Nicole also highlighted that we had over 50 people in the audience for our LatinX Arts Exhibition celebrating Hispanic American Month. The event included an art exhibit and two guest speakers from UCO. Rogelio Almeida shared his professional filmmaking experience and Gina Lopez shared her experiences as a female Mariachi in Oklahoma. Also, this semester we celebrated the naming of the McCasland Foundation Recording Studio to honor them for the \$24,000 grant they awarded to the Innovation Studio. We are grateful for their support. (For more detail on the Library's contests and events see attached report)

6. Fundraising:

Nicole wanted to ensure everyone knows we will no longer be holding a fall fundraiser. This was the first fall that we have not tried a fundraiser in the past 5 years. We have tried several different things since we stopped having the 3-day book sale, which was considered our fundraiser, and have not been able to gain any traction. The last fall fundraiser actually cost us money. We are making so much more money on the sale of donated books that eliminating the fall fundraiser will not impact our bottom line it will just reduce our work load. We can channel our energies into activities that will give us a better return on our investment of time.

IV. Other Business

1. Appointment of next President-Elect:

Linda Sealy is the current President Elect and will assume the Presidential role at our Fall 2020 Board meeting. So, we will need a new President-Elect for FY21. Everyone is considering but no commitments were given.

2. Staffing changes in Library Advancement & Communications:

We have had some staffing changes in Advancement & Communications. Nicole said Michele Ramsdell has left UCO. Because we have had a difficult time finding the right person to fill this position we are going to do some restructuring in this area. We currently have posted a position for a marketing assistant we hope to fill in the coming weeks. We also have an Archives position posted in the Archives & Special Collections. We hope to have someone start the year 2020. This person will be filling the position vacated by Shikoh Shiraiwa who left to work on his PhD at the University of Helsinki, in Finland this past summer.

V. Next Meeting Date (April 30 or May 1, 2020?)

Everyone seemed to indicate May 1, 2020 would be the better date. Because we had three members absent today Nicole said she would follow-up with those absent to find the most suitable date for our next meeting.

VI. Adjournment:

The meeting adjourned at 1:54.