

Friends of the Chambers Library Governing Board Luncheon Meeting
Friday, May 15, 2015
12:00 pm. Lillard Conference Room, CL208J

FOL Board Meeting Minutes

Present at Meeting: Cheryl Frech, Ted Honea, Randall Ice, David Macey, Jeffrey Musslewhite, Larry Musslewhite, Linda Sealey-Holtz, Habib Tabatabai, Lee Tyner, Nicole Willard

Members Absent: Jessica Sheetz-Nguyen

I. Welcome and Round Robin:

Everyone went around the table and briefly shared items of interest that included Cheryl celebrating retiring faculty in the College of Math and Science, Randal taking 20 students on the London-Dublin study tour, David's second term as chair of the English Department has ended Matt Hollrah will be the new English Chair, Ted announced the successful inauguration of the Brisch Historical Performance Program, Habib shared about ALMA upgrade, Linda is the new Program Director for the Speech and Hearing Clinic, Jeff book donation are on track for a record setting year, Larry is in his seventh semester of auditing history courses, Lee is learning to become a beekeeper, Nicole shared information about her involvement with UCO@125 and Raynna Bowlby's visit to the Library.

II. Old Business:

Past Minutes – The minutes from the Fall 2014 board meetings were approved by acclamation.

III. New Business

1. Interim Executive Director's Report from Habib Tabatabai:

Habib talked about the Learning Commons taskforce which has completed its report and submitted it to the President's Cabinet. ALMA the next generation Library Management System went live October 2014. As a result of this change new workflow process and services are currently being implemented. Central Search moved to the clouds. There are more features and enhancement to come for Library users. He mentioned the search for a permanent executive director is in full swing with onsite interviews happening this month. The Library is considering adding bX Scholarly Recommender sometime this summer which much like Amazon will recommend other items that may be related to their search. And finally he announced OKC has been selected as

the site for the 2016 Ex Libris Users of North America Annual Conference. See attached report for full details.

2. Treasurer's Report by Nicole

Nicole shared income revenue for FY 2015 was \$3,308.05; expenditures were \$10,010.36; balances in the FOL spendable account of \$26,392.43 and \$8,733.23 in the FOL endowment account.

Please see attached report for detailed income and expenditures for FY 2015 to date of meeting.

3. Membership Report by Jeff

Jeff reported membership is down from 84 to 56 members. The reduction in membership is no doubt due to the fact this was the first year we did not hold the annual 3 day Book Sale. We usually get 20-30 new members who sign up at the lowest level to gain access to the first day of the book sale.

See attached report for details on levels of support.

4. Update on Book Sales

A book sale committee was formed and they are looking at several different ways to sell donated books. Included in the methods they are exploring are selling books to Half Price Books, Amazon, and Better World Books; having one day sales targeting specific groups like home schoolers and book dealers; having a shelf on the first floor where highly desirable books could be sold year round. Further discussion has been tabled until the new Assistant Director of Development is hired who can oversee the project.

5. Contest and Events

The 2015 Faculty Book and Materials Grant went to Janette Wetsel for her proposal Early Childhood Education through an International Lens. There were a total of five proposals submitted this year. The submissions were judged on focus, need for materials, quality of bibliography, support of UCO curriculum and potential usage of materials. The materials have already been ordered and added to the collection. A reception to honor Janette was held in the Library on March 31, 2015.

Winners of the Student Book Collection contest included Charity Syrus first place for her collection of African-American Culture, Jessica Asperheim second place for her collection Eastern Perspective, and Patrick Salkeld third place for his collection History of Soccer. A reception was held in their honor on May 7, 2015. at the Library.

With the departure of Carrie Bond in January there were no other events scheduled for the spring. Events will resume in the fall once the position of Assistant Director of Development is filled.

6. Budget Proposal for FY 2015-2016

After discussion about the fall fundraiser, limiting the fellowship to one recipient instead of two, student contests, and the faculty book grants the attached FY16 budget was approved. David Macey made the motion; Cheryl Frech seconded. It was approved unanimously.

IV. Other Business

1. Learning Commons

There was much discussion about the learning commons. Dr. Ice suggested a community board to advocate for Library space.

2. Fundraising for collections

Dr. Ice suggested that Indian tribes are spending money and offering grants for their records. There could be a possible opportunity to get money to help pay for cataloging projects.

2. Cash Donation Jar

Lee Tyner suggested having a donation jar at the next board meeting so those who would like to donate money to fund lunch could do so but, it is not required.

3. Assistant Director of Development

The position has been advertised. The hiring committee has begun interviewing and will be making a selection with an anticipated June start date.

V. Next Meeting Date: Friday November 13, 12:00 p.m.

VI. Adjournment at 1:44 pm.

Interim Executive Director Report to UCO Library FOL Board

Friday, May 15, 2015

Dear Board Members,

I want to thank you for your service and continued support and commitment to the library. I continue my across the board efforts to improve our services and offerings. To accomplish these we have been forward looking, creative, and mindful of our realities.

Learning Commons:

The special taskforce has completed the first phase of its work. Taskforce recommendations and research has been submitted to Provost Barthell and he has shared it with the President's Cabinet.

Alma – New Generation Library Management System:

We have been live with the new system since October 2014. Taking advantage of new features, we are busy improving our workflow processes and services. Additional enriched services are coming soon. At the same time library discovery system (Central Search) moved to the cloud. Users' research experience has improves drastically with still more features and enhancements to come.

Search for New Executive Director:

Search Committee has been tasked and is working hard. On site interviews have been scheduled.

Oklahoma City has been selected as the site for Ex Libris Users of North America Annual Conference in 2016. UCO Library is the local host for this event.

Library is considering adding the following service to strengthen its research tools.

To see "bX Scholarly Recommender" in action, please visit <http://libraries.ou.edu/> and <http://www.bu.edu/library/> among others. To learn more about it, please visit (<https://registration.service.exlibrisgroup.com/customer/overview.do?product=bx&version=brie>).

Respectfully,

Habib Tabatabai

Chambers FOL
Financial Report
06/01/2014 through 05/15/2015

INCOME

Revenues	3308.05
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TOTAL INCOME	3308.05
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EXPENSES

Admin. Expense	
Event Refreshments	-185.01
Supplies	-1261.98
Prof Dev. Books	<u>-117.00</u>
TOTAL	-1563.99

Promotional Items	<u>-1284.10</u>
TOTAL	-1284.10

Contests	
Faculty Book Grants	-1962.27
Student Contests	<u>-1200.00</u>
TOTAL	-3162.27

Library Fellowship	
Margo Loflin	-2000.00
Haley Hood	<u>-2000.00</u>
TOTAL	-4000.00

TOTAL EXPENSES	-10,010.36
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TOTAL INCOME minus EXPENSES	-6,702.31
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BALANCE FORWARD

FOL Spendable Account S20051	
Current Balance	26,392.43

FOL Endowment Account S10189	
Current Balance	8,711.23

Breakdown of FY 2015 FOL Expenditures

FOL Account S20051 (as of May 15, 2015)

Payment Date	Vendor	Amount	Description
2014-04-30	Walmart	\$58.54	Refreshments Faculty Research Series
2014-05-16	Amazon	\$67.50	Book professional development
2014-05-24	Amazon	\$49.40	Book professional development
2014-05-28	Haley Hood	\$500.00	Library Fellowship first payment
2014-05-28	Loflin, Margo	\$500.00	Library Fellowship second payment
2014-05-29	Staples	\$4.49	Office Supplies
2014-06-18	Chambers Library	\$1,489.31	Faculty book grant reimbursement
2014-07-03	4Imprints	\$1,284.10	Promotional Items sticky note pads and mechanical pencils
2014-07-17	Loflin, Margo	\$1,500.00	Library Fellowship last 2nd payment
2014-09-12	Staples	\$19.58	Office Supplies
2014-09-17	Staples	\$10.99	Office Supplies
2014-09-26	Jason's Deli	\$97.27	Lunch FOL Board Meeting
2014-10-07	Walmary	\$29.30	Refreshments Faculty Research Series
2014-10-12	Chamber Library	\$1,226.92	Office Supplies
2014-10-27	Perryman, Stewart	\$300.00	Book Spine Poetry Contest 1st place
2014-10-27	Goff, Megan	\$200.00	Book Spine Poetry Contest 2st place
2014-10-27	Davis, Sarah	\$100.00	Book Spine Poetry Contest 3rd place
2015-01-07	Hood, Haley	\$1,500.00	Library Fellowship payment
2015-04-30	Chambers Library	\$472.96	Faculty book grant reimbursement
2015-04-30	Charity Syrus	\$300.00	Student Book Collection Contest 1st place
2015-04-30	Jessica Asperheim	\$200.00	Student Book Collection Contest 2nd place
2015-04-30	Patrick Salkeld	\$100.00	Student Book Collection Contest 3rd place
Total		\$10,010.36	

Friends of the Chambers Library Members						
May 2015						
Current Membership						
	New Members		8			
	Renewing Members		48			
Total Current Members			56			
Members By Level of Giving:						
	Student Level		4	x10	\$40.00	
	Supporting Level		6	x25	\$150.00	
	Faculty Level		9	x25	\$225.00	
	Community Level		18	x50	\$900.00	
	Library Contributor		12	x100	\$1,200.00	
	Library Partner		2	x250	\$500.00	
	Library Patron		1	x500	\$500.00	
	Presidential Partner		0	x1000	\$0.00	*1--Lee Tyner (Funds do not go to S20051 or E10189)
	Library Benefactor		0	x5000	\$0.00	*3 Honorary Members--McConathy Family
			Estimated Total:	56	\$3,515.00	FY 14/15 YTD: \$3,308.05
Other Membership Statistics:						
	Library Staff Memberships		13			
	Pay Roll Deduction Members		32			
	Members Joined thru March Membership		0			
	Members Joined Day of Book Sale		0			
	Estimated Membership Revenue for FY 2014				\$3,515.00	

Budget Proposal

FY 2015-2016

Current operating account balance (S20051): \$26,392.43

Revenue to date for FY14: \$3,308.05

PROGRAMMING	Estimated Cost	Total
Faculty Book Grants		
Number: 2	\$1000.00	\$2000.00
Fall Fundraiser	\$1500.00	\$1500.00
Student Contest Number: 2	1 st Prize: 300 2 nd Prize: 200 3 rd Prize: \$100	\$1200.00
Library Fellowship	Advertising & Admin.	\$500
	Grant	\$2000
Honor With Books	Mailing	\$300
FOL Events Refreshments		
Lunch Series	\$100 X 3 events	\$300
Regular Events	\$100	\$100
Board Meetings	\$180	\$180
Interviews	\$50	
Event Postcards	\$70	\$70
Newsletter Mailing	\$150	\$150
Total		\$8300