



## Agenda

### ODL Board Meeting - *Special*

September 5, 2024 | 10:00 a.m.

Norman Public Library East

3051 E Alameda Street

Norman, OK 73071

*All participating members of the Board will be in person at the above meeting location. The meeting is open to the general public. This meeting is being conducted under the provisions of the Open Meeting Act as provided in SB 1031 approved by the Governor on February 10, 2021.*

*Public access to the complete Board Packet:*

<https://oklahoma.gov/content/dam/ok/en/libraries/documents/agendas/Board-Packet-20240905.pdf>

*Order of Business: The Board may discuss, table, defer, or vote to approve or disapprove or take appropriate action with respect to any agenda item. The sequence of the agenda may be changed at the Board's discretion.*

1. Call to Order, Roll Call, and Compliance with Open Meeting Act
2. Consideration and possible action on minutes for the regular board meeting held June 14, 2024 ..... 1
3. Discussion, consideration, and possible action on ODL Board Officers for 2024-2025.
4. Consideration and possible acceptance of financial reports
  - a. SFY 24/SFY 25 Expenditure Report through July 31, 2024 ..... 9
  - b. SFY 24 Budget to Actual Report through July 31, 2024 ..... 11
  - c. SFY 24 Cost Variance Report through July 31, 2024 ..... 12
  - d. SFY 25 Budget to Actual Report through July 31, 2024 ..... 13
  - e. SFY 25 Cost Variance Report through July 31, 2024 ..... 14
5. Library Services and Technology Act (LSTA) projects and updates
  - a. Consideration and possible action on requested changes to the FFY 2024 Summer Reading Resources Project ..... 15
  - b. Consideration and possible acceptance of status reports for FFY 2023 LSTA Projects ..... 16
  - c. Consideration and possible acceptance of status reports for FFY 2024 LSTA Projects ..... 17
6. Public comment on agenda items
  - a. *Public comment shall be limited to topics listed on the agenda and 3 minutes per individual. Those wishing to make a public comment should sign in on the sheet provided by ODL.*



# OKLAHOMA Department of Libraries

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7. Director's Report
  - a. Agency Activity Report through July 31, 2024..... 18
  - b. Arrowhead Consulting Services: Classification, Compensation and Organizational Study Final Report..... 32
8. Consideration and possible action on ODL internal policies
  - a. Alternative Work Arrangement Policy..... 35
  - b. Dress Code Policy..... 38
  - c. Progressive Discipline Policy..... 40
9. Discussion and possible action to enter into Executive Session under 25 O.S. Section 307 (B)(1) and in accordance with 1997 OK AG 61 and 2006 OK AG 17, for the purpose of discussing the employment, classification, and/or compensation for the following individual occupied positions:
  - i. Accountant I,
  - ii. Administrative Archivist I,
  - iii. Interlibrary Loan Coordinator (Administrative Assistant I),
  - iv. Government Documents Technician (Administrative Assistant I),
  - v. Business Office Administrative Assistant I (HT),
  - vi. Acquisitions Coordinator (Administrative Assistant II),
  - vii. Office Manager (Administrative Assistant II)
  - viii. State Library Administrative Librarian I,
  - ix. Assistant Director, State Librarian and Archivist,
  - x. Director of Services to Libraries (Administrative Librarian II),
  - xi. Library Operations Consultant (Administrative Programs Officer II),
  - xii. Programs and Partnerships Officer (Administrative Programs Officer II),
  - xiii. Technology and Digital Accessibility Officer (Administrative Programs Officer II),
  - xiv. Archives and Records Management Technician (Administrative Technician I),
  - xv. Mail Room Technician (Administrative Technician II)
  - xvi. Archives and Records Management Technician (Administrative Technician III),
  - xvii. Archivist/Records Management Specialist III,
  - xviii. Archivist/Records Management Specialist I,
  - xix. Financial Manager/Comptroller I,
  - xx. HR Generalist (HR Management Specialist III),
  - xxi. Cataloging Librarian I (999),
  - xxii. Law/Legislative Reference Librarian II,
  - xxiii. Youth Services Consultant (Librarian III),



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- xxiv. State Data Coordinator/Consultant (Librarian III),
- xxv. Continuing Education Coordinator/Consultant (Librarian III),
- xxvi. E-Resources Librarian (Librarian III),
- xxvii. Publications Clearinghouse Coordinator (Librarian III),
- xxviii. Head of User Services (Librarian IV),
- xxix. Library Development Coordinator (Librarian IV),
- xxx. Circulation Technician (Library Technician III),
- xxxi. Technical Services Technician (Library Technician III),
- xxxii. Oklahoma Center for the Book Director (Public Information Manager I),
- xxxiii. Public Information Office Director (Public Information Manager II),
- xxxiv. Content Strategist (Public Information Officer II),
- xxxv. Online Media Manager (Public Information Officer II)

- b. Vote to enter executive session
- c. Vote to return to open session
- d. Possible action on matters discussed in executive session

10. Discussion, consideration, and possible action on SFY 2026 ODL Budget Request..... 43

11. Discussion and possible action to enter into Executive Session under 25 O.S. Section 307 (B)(1) for the purpose of discussing the annual performance review for employment, hiring, appointment, promotion, demotion, disciplining or resignation of the Director of the Oklahoma Department of Libraries

- a. Vote to enter executive session
- b. Vote to return to open session
- c. Possible action on matters discussed in executive session

12. Discussion, consideration, and possible action on schedule of regular meetings for the 2025 calendar year ..... 44

13. New Business. This business, in accordance with Oklahoma Statutes, Title 25 § 311(A)(9) is limited to any matter not known about or which could not have been reasonably foreseen prior to the time of posting this agenda.

14. Adjournment

ODL Board members are asked to notify Natalie Currie at (405) 522-3215 or [natalie.currie@libraries.ok.gov](mailto:natalie.currie@libraries.ok.gov) if you will be unable to attend this meeting.

**Next Regular ODL Board Meeting:** Friday, December 13, 2024 at 10 AM