

FOLIO Board Meeting

Via Zoom

August 28, 2020

FINAL

Members Present: Sharon Saulmon, Judy Haught, Wayne Hanway, Melody Kellogg, Diane Pennington, Gerry Hendon, Cecy Brown, Lynn Murnane, Sharon Douthitt, Jon Douthitt, Candace Baird, Bill Hagen, Eugene Earsom, Teresia Harrison, Connie Armstrong, Karen Neurohr

President Wayne Hanway called the meeting to order at 10:00 a.m. Board members answered a roll call, and it was determined that a quorum was present.

Sharon Saulmon made a motion to accept Teresia Harrison as a new board member. Candace Baird seconded the motion. The motion passed. Board members welcomed Harrison. She has twenty-five years of library experience including high school, college, and public libraries.

President Hanway distributed a revised agenda via email. Sharon Douthitt made a motion to accept the revised agenda. Eugene Earsom seconded the motion. The revised agenda was adopted.

Judy Haught sent the minutes for the April 24, 2020, minutes via email. There were no additions or corrections. The minutes stand as sent.

President's Report: Wayne asked for feedback on the annual conference. Judy Haught reported that she appreciated author Faith Phillip's program. A few other board members reported difficulties accessing the virtual conference. All recorded programs will be available until January 2021. Gerry Hendon suggested that Candace Baird send instructions for accessing the recorded programs to all board members.

President Wayne Hanway expressed heartfelt appreciation for past president Sharon Saulmon's work and leadership. The President's Report also stressed the need to submit proposals for the next year's annual conference and meeting by October 5, 2020. President Hanway emphasized the need for committee members and chairs. He reported that the Executive Committee had approved the budget for 2020-2021. The St. Crispin retreat did not materialize due to COVID concerns, but can be rescheduled in 2021 without a penalty. In addition, President Hanway attended an Oklahoma City Community Foundation workshop on endowments and the Bill Wallace Literary Landmark dedication. He reported that the Literary Landmark dedication was well organized and that Eugene Earsom was "a most effective representative of FOLIO in his role as Master of Ceremonies." President Hanway concluded his report by welcoming help from the board since he has a very demanding schedule.

Treasurer's Report: Candace Baird distributed the Treasurer's Report via email. She reported that the expected distribution of the endowment as of August 2020 was \$5,153. The Endowment balance was \$115,177.99 as of May 31, 2020. The General Fund balance was \$20,844.90 as of August 20, 2020.

Eugene Earsom moved to accept the Treasurer's Report. Lynn Murnane seconded the motion. The motion passed.

ODL/Federal Relations Report: ODL Director Melody Kellogg reported the following:

Federal Relations

- As of August 28, the Library Stabilization Fund Act (LSFA) has 54 co-sponsors. Congressman Cole is the only cosponsor from Oklahoma and only one of two Republicans.
- ODL is maintaining a spreadsheet of the public libraries' service status to report to ALA as requested; public library directors are asked to keep their entry updated.

State Relations

- In a meeting with Secretary of Budget Mike Mazzei on August 19, agencies were notified that the first monthly allotments went smoothly due to the shift in when income tax was due. We are still expected to be mindful of spending as the year progresses.
- The Rural Broadband Expansion Council held its inaugural meeting August 19; Cathy Van Hoy from ODL attended and took notes.
- ODL has been approached by DHS to form a statewide partnership in order to deliver services to people where they are.

Wayne Hanway asked if some libraries might need to look at privacy issues relating to DHS clients, and Melody Kellogg concurred.

Archives/History: No report.

Best Friends Award: Sharon Douthitt reported that the committee voted to give both the small library and the large library award to friends groups of smaller libraries since no applications from larger libraries were received. Friends groups from Meeker and Stilwell each received \$500 and plaques noting their accomplishments. Candace Baird mailed the checks, and Sharon Douthitt mailed the plaques. The annual conference dates are March 10-12, 2021; therefore, the Best Friends Awards application deadline is January 15, 2021.

Friends of Libraries Week: Lynn Murnane will be responsible for letting Friends groups know about the applications and deadline, November 15, 2020. The announcement will be in the newsletter. Last year only two Friends groups applied for the award, one from a large library and one from a small library. Lynn suggested that Friends of Libraries Week activities may be more difficult this year due to COVID-19 library closures.

Sharon Saulmon reported that South Carolina libraries are having a statewide virtual meeting to share ideas that work called Share, Listen, and Learn. She recommends that Oklahoma Friends groups have such a meeting to discuss issues they face and successes they have had. A coordinator would be needed for the event. Wayne Hanway asked for volunteers to put together a statewide virtual meeting. Sharon Saulmon said she could find presenters for the program and that she will continue to explore the idea and put together a virtual program. Melody Kellogg and Cecy Brown will help with the planning and logistics.

Lynn Murnane discussed virtual booksales where customers buy the books online and also the possibility of week-long booksales.

Hall of Fame: Wayne Hanway has been the chair of this committee and is looking for an individual to take his place. Sharon and Jon Douthitt received the Laurel Wreath award this year, and they expressed their appreciation. Sharon Saulmon requested a story about their award for the newsletter.

At the request of Gerry Hendon, Wayne Hanway explained that the Hall of Fame recognizes board members who have made significant contributions over a period of time and that the Laurel Wreath is a way of recognizing those recipients who have continued to contribute to the work of FOLIO. A plaque with the names of all the recipients hangs at ODL.

Seed Grants: Eugene Earsom reported that the committee received two applications last year from the Piedmont and the Latimer County Friends groups. Each group received \$300. While \$850 was budgeted for the grants, that figure was based on the cost of two grants for incorporation. Sharon Douthitt said that the cost of incorporation may have changed. Grants may be used for other purposes, and Grant amounts can be adjusted according to the intent of the Friends group applying. Candace Baird will check on the cost of incorporation.

Scholarships: Cecy Brown will be the new chair of the committee. Applications will be due on January 15, 2021. Sharon Saulmon will put the announcement in the newsletter. More advertising of the scholarship opportunity is needed.

Bylaws: Wayne Hanway has been the chair of the committee and has been selected for a second term. Eugene Earsom and Lynn Murnane will also serve on the committee.

Endowment: Sharon Douthitt has done the preliminary planning for this year's endowment fund-raising letter. The letters will be sent right before National Friends of the Library Week and will honor library staff. She asked that board members send pictures to her and Sharon Saulmon to be used in the endowment campaign.

Candace said we have an expected endowment distribution of \$5,153. The balance has increased to \$115,177.99. We have received \$2,000 of the \$6,000 needed for this year's endowment match.

Gerry Hendon said that the Kirkpatrick Foundation met August 18, 2020, and approved our proposal, although she has not received a letter confirming that fact.

Financial Review/Audit: The committee has completed its work for this year. Diane Pennington will be the new chair of the committee. Laurie Sundborg will assist although she is no longer a board member.

History/Archives: Karen Neurohr reported that documents should be deposited in the archives every three to five years. Financial reports, minutes, and President's reports should be archived.

Legislative: The Legislature is not in session. Eugene Earsom reminded the board that it is helpful to have library staff and FOLIO board members at the Legislature.

Literary Landmarks: Sharon Saulmon said that the Bill Wallace Literary Landmark dedication went well on August 1, 2020 and that several FOLIO board members attended.

Judy Haught reported that the Robert Conley Literary Landmark dedication is scheduled for November 7, 2020, at the Cushing Public Library. Dr. Blue Clark will be the keynote speaker. She also cautioned that plaque applications should be submitted at least three months early due to delays caused by COVID-19.

Karen Neurohr confirmed that the Mel Tolson Literary Landmark dedication is scheduled for some time in January in Langston, OK.

Literary Landmark applications, programs, and other pertinent documents should be archived.

Membership: Gerry Hendon emailed the membership report. Dues notices were mailed June 26, 2020. We have 75 individual memberships at \$20 each, 36 Friends memberships at \$25 each, and 38 library memberships at \$30 each for a total of 149 memberships. Gerry indicated that she may send another postcard dues reminder in January.

Newsletter: Sharon Saulmon reminded the board that she needs articles for the newsletter by Monday, August 31.

Nominating: Sharon Saulmon reminded the board that we have a vacancy for the office of vice president. She will be calling potential candidates for the office.

Outreach Ambassadors:

Northeast: Sharon and Jon Douthitt made no personal visits due to COVID-19. She stated the possibility of doing a mailing to stay in touch with the libraries in the northeast region. Sharon suggested calling libraries and friends groups. A list of the library directors can be found on the ODL website.

Northwest: Karen Neurohr created a group email list on Outlook of the friends groups in the Northwest region. Such a list could also be used for distributing the newsletter electronically.

Southwest: Judy Haught visited libraries at Carnegie and Snyder. Neither library has a friends group. She also reported on the Elk City Friends project Operation Summer Reads for Kids. The group gave books to children from infants through high school once in June and once in July during their school lunch pick-up. Some books were donated, and some were purchased by the Friends. Judy also mentioned the need for a FOLIO brochure for ambassadors to give to library directors and Friends groups.

Southeast: Bill Hagen has been following an issue in a southeast region library.

Publicity/Media/Marketing: Sharon Saulmon will get out news releases on the upcoming awards.

Facebook: Sharon reported fewer likes and posts. Fewer things are happening during the pandemic, and that affects the Facebook numbers.

Web Page: Karen Neurohr reported that updates had been sent to Bruce Stone.

Committee and Newsletter Appointments: No report.

Conference Program proposals, including guest speaker:

Author suggestions: William Bernhardt, Jeanne Devlin of Roadrunner Press

October 5, 2020, is the deadline for program proposals. Sharon Saulmon indicated the need to broaden our scope to include volunteers, young members, and more diversity.

Program suggestions:

- Advocacy (co-sponsor with interested OLA sections)
- Being Friends in Hard Times
- United for Libraries book—All Ages Welcome: Recruiting and Retaining Younger Generations for Library Boards, Friends Groups, and Foundations (co-sponsor with interested OLA sections)
- Finding Friends When the Library Staff Doesn't Want Friends
- Perks for Friends: What Works, What Doesn't

FOLIO Fund Raising: The endowment is an effective fund raiser, but there is not a strong interest in planned giving.

Unfinished Business: None

New Business: None

Announcements/Calendar of Events:

- Library Card Sign-Up Month: September
- Banned Books Week: Sept. 27-Oct3
- Friends of Libraries Week: Oct. 18-24

- FOLIO Board Meeting: Oct. 23 (tentatively at Shawnee)

There may be a possible Board meeting in January via Zoom.

Melody Kellogg showed the group the Hall of Fame plaque at ODL. It was last updated in 2019 and needs the 2020 update.

The meeting adjourned at 12:10 p.m.

Submitted by Judy Haught, Secretary