Minutes
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
NORTH BUILDING CONFERENCE ROOM 313
1107 SOUTH DUCK, STILLWATER, OK, 74074
August 22, 2023, 12:00 NOON
library.stillwater.org

Board members present:	**Mike Woods, Donna Sinnes, Robin Cornwell, Matt Upson, Sharon Edwards**
Staff present:	**Stacy DeLano, Naomi Brown, Ashlyn Garis**

1. **CALL MEETING TO ORDER The meeting was called to order at 12:00 p.m.**

2. **CONSENT DOCKET**
   Items listed on the consent docket are routine administrative matters that may be approved by a single vote with or without discussion. The Library Board will take action at this meeting (including a vote or series of votes) on these items collectively as part of the Consent Docket.

   a) Minutes: June 27, 2023, Regular Meeting
   b) Stillwater Public Library June and July 2023 Financial Reports
   c) Stillwater Public Library June and July 2023 Activity Reports
   d) Stillwater Literacy Council 2024 space agreement

   Edwards/Cornwell moved to approve items 2a and 2c. The votes are as follows: Woods, yes; Sinnes, yes; Cornwell, yes; Edwards, yes; Motion approved.
   Upson arrived at 12:03 p.m.

Cornwell asked about the funds in the supplies account on the July Financial report. DeLano explained that the total is sizeable because it covers absorbed supply expenses that formerly came out of other accounts, such as HVAC or Building Repairs.

Cornwell asked about the donations account. DeLano explained that this total includes several different donation projects that were carried forward, but does not include donations to the Trust or the Mabel King Trust account.

Cornwell/ Edwards moved to approve item 2b. The votes are as follows: Woods, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes; Motion approved.

Cornwell asked if the guidelines in the space agreement have been followed. DeLano stated the guidelines are being followed. Woods asked how many students the Literacy Council is assisting. DeLano said that the literacy council director indicated they have 13 ESL students and two beginning literacy students with English as a first language. There are about 8 people on the waiting list.

Cornwell/Sinnes moved to approve item 2d. The votes are as follows: Woods, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes; Motion approved.

3. **PUBLIC COMMENT ON AGENDA ITEMS**
Taxpayers or residents of the city, or their authorized legal representatives, may address the Library Board at a regularly scheduled meeting on any item of business listed on the meeting agenda provided they have submitted a written request prior to the meeting.

4. **GENERAL ORDERS**
The Library Board will discuss and take action at this meeting (including a vote or series of votes) on each item listed under General Orders unless the agenda entry specifically states that no action will be taken.

   a) Consider acceptance of 2022-23 Annual Trust Report
   This report lists the actions that took place in FY 22-23. The Trust accepted 52 donations, which was a large increase from past years due to Centennial fundraising. The donations totaled $28,000. DeLano plans to continue limiting staff requests for Trust funds to focus on building the balance. Expenses from the trust were used to support fundraising efforts.

   Edwards/Sinnes moved to approve the 22-23 Annual Trust Report. The votes are as follows: Woods, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes; Motion approved.

b) Nominate and vote on Library Board appointed Trust Board member
The nominating committee recommended Sherryl Nelson for the Trust Board position.

Cornwell/Sinnes moved to appoint Sherryl Nelson to the Trust Board. The votes are as follows: Woods, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes; Motion approved.

c) Consider acceptance of revised job description for IT Manager
The job description has been updated to emphasize the leadership skills needed for collaboration between the IT manager, library staff, and the IT department at City Hall. A bachelor's degree is now required to apply. The IT manager reports to the Library Director and is part of the Library management team.

Sinnes/Edwards moved to approve the revised IT Manager job description. The votes are as follows: Woods, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes; Motion approved.

d) Consider rescission of Art Acquisition and Customer Telephone Calls policies
Policies will be reviewed on a rotating three-year schedule. The process will begin by removing policies that are either procedural in nature or part of another existing policy. Information from the art acquisition policy can be placed within the collection development policy. The Customer Telephone calls policy can become a staff procedure.

Sinnes/Upson moved to rescind the above policies. The votes are as follows: Woods, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes; Motion approved.

5. REPORTS FROM OFFICERS & BOARDS

Announcements and remarks about matters of general interest may be made by the Board Members or Director at this time. Items of Library business that may require discussion or action (including a vote or series of votes) are listed below.

a) Miscellaneous items from the Library Director
   i. Report on status of Long Rang Plan
   In the last six months, staff focused on increasing outreach visits and library card sign-ups and reinforcing support for the community. Additionally, the library website has been transitioned to the new website platform. Emily States, Adult Services Supervisor, took the lead on the website transition and did an excellent job. Last, the library continues to investigate going fine free. More analysis will be done in future months. DeLano would like the library to focus on staff development and leadership training in the next six months.

ii. Report on Centennial activities
The Retro Book Fair at Stone Cloud Brewery is on September 24. Trinkets will be available for purchase, and Bliss Books will be selling books. 20 percent of book sales will go to the Library Trust. The Haunted Library event will take place October 19-21.

iii. Report on revising monthly budget report template
The Finance department will not be able to discuss report template changes until October.

iv. Report on percentage of cardholders in cohort communities
This information is not available through the Institute of Museum and Library Services (IMLS.) DeLano spoke with a representative of the Oklahoma Department of Libraries (ODL) who will be able to provide the needed information.

v. Discuss proposed presentation of monthly statistics
DeLano provided an example of a revised report for monthly statistics. This report includes visual representations for each statistic and compares three years, rather than two. This topic will be discussed again at the next regular meeting.

b) Miscellaneous items from the Library Board

i. Discussion about scheduling items for upcoming meetings
Woods thanked the library staff for their efforts with programming this summer and looks forward to the fall. Woods thanked Cornwell for the idea of eating lunch together before board meetings and hopes the arrangement can continue. Sinnes asked about the "Fresh Eyes" survey. DeLano said that surveys have been submitted and the Supervisors will be reviewing them.

6. ADJOURN Sinnes/Upson moved to adjourn. The votes are as follows: Woods, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes; Motion approved. Meeting adjourned at 12:59 p.m.

Prepared by: Naomi Brown, Recording Secretary

Approved by: ______________________
Chair, Stillwater Public Library Board