



Minutes
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
NORTH BUILDING CONFERENCE ROOM 313
1107 SOUTH DUCK, STILLWATER, OK, 74074
SEPTEMBER 26, 2023, 12:00 NOON
library.stillwater.org

Board members present: Mike Woods, Martha McMillian, Kathryn Ross, Donna Sinnes, Robin Cornwell

Staff present: Stacy DeLano, Naomi Brown, Ashlyn Garis

1. CALL MEETING TO ORDER The meeting was called to order at 12 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: August 22, 2023, Regular Meeting
- b) Accept \$50,000 ODL eMedia grant for purchase of downloadable materials
- c) Accept \$9,000 ODL Health Literacy grant for youth activity programs

McMillian asked what LSTA stands for. DeLano explained that it stands for the Library Services and Technology Act. McMillian asked who is partnering with the library for the health literacy grant. DeLano explained that two departments at OSU will help with the curriculum. Additionally, Our Daily Bread and Payne County Health Department will be partners.

Cornwell asked about the plans for the program. DeLano explained that the theme is obesity. Five different programs will take place over six months, addressing different age groups.

Sinnes/Ross moved to approve the consent docket. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, 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 approval of Stillwater Public Library August 2023 Financial Report
McMillian asked about the total in the grant account. DeLano explained that the total includes funds from the current budget year and those that were carried forward from fiscal year 22-23. Woods asked how DeLano feels about the state of the library budget this fiscal year. DeLano explained she is pleased that the budget is the same this year as it was last year. A group of City of Stillwater directors is analyzing ways to cut spending and increase revenue. Updates from this committee will be shared at a future City of Stillwater directors meeting. Finance will meet with the Business Office in October to review custom financial report options.

Cornwell/McMillian moved to approve the August 2023 Financial Report. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes. Motion approved.

- b) Consider approval of Stillwater Public Library August 2023 Activity Report and discuss revision of monthly report template
The monthly activity report template has been edited for visual appeal. An additional year of historical data has been added for comparison. Some data has been removed which would be useful to staff but not likely to be interesting or useful to the public. Many other statistics will still be collected internally. The board expressed interest in utilizing both the newly formatted report and the existing report when analyzing statistics. DeLano requests that the Board members review the draft in the next two weeks and provide feedback on any needed changes by email.

Sinnes/Cornwell moved to approve the activity report. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes. Motion approved.

- c) Consider approval of revisions to the Waiving Fines and Restoring Borrowing Privileges policy

This policy indicates when staff members can waive fines and fees. Most changes to the policy pertained to formatting. The policy has been updated to require documentation for waived fines or fees due to bankruptcy and to add the word "fees" to the policy title. McMillian asked if this policy includes lost and damaged books. DeLano explained that it does include lost, damaged, and missing items. When asked why fines and fees are not part of the circulation policy, DeLano explained that this is one of the biggest duties delegated to the library so it has been separated and carefully broken down.

Cornwell/Ross move to approve revisions to the fines and privileges policy. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, 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. Centennial activity report

DeLano planned to apply for the Americans in the Holocaust exhibit, along with the Sheerar Museum and OSU. However, it became known that the Tulsa City-County Library System (TCCL) has been invited to apply and will likely be approved. Instead of applying to host the exhibit, DeLano offered to support TCCL by planning two programs and creating a display. This will allow coverage of the event over a greater part of the state. She will also write a letter of support for TCCL. Cornwell asked about how many pint glasses are left from the event at Stonecloud. DeLano reported that three cases remain. Stonecloud will continue to sell them for a time.

- ii. Report on percentage of cardholders in cohort communities

DeLano explained that around 46% of the local population in Stillwater, Lawton, and Ponca City hold library cards. The board discussed various factors that affect this number and those of the other cohort communities included in the report.

- iii. Summer Reading Program reports

DeLano reported that the library had an outstanding Summer Reading Program. This was the first year returning to in-person library programs post-COVID. Each department has great success. Participants exceeded by far the previous Childrens Department goal for hours read.

iv. "Fresh Eyes" review compilation

Survey results have been analyzed by library supervisors. Within the next two weeks, they will identify two things that will be quickly addressed and two longer-term goals. An edited template will be available for the public shortly.

v. ODL Trustee resources

The Oklahoma Department of Libraries (ODL) has updated the Library Trustee Manual. A download of the manual and a related webinar are available on the website. DeLano will send the link to the Board members.

b) Miscellaneous items from the Library Board

McMillian asked for further explanation about the Libby app. DeLano explained that Libby is the app used to access the digital titles available on the OK Virtual Library. Each library purchases eBook and audiobook titles, which usually come with a license allowing a certain number of checkouts before the title needs to be repurchased. These titles are shared among the large consortium of Oklahoma libraries, providing patrons access to over 80,000 titles. Grants are usually offered a few times a year and are used to purchase additional titles.

Woods said the book fair at Stonecloud was a delightful event. He thanked Cornwell for helping with the planning and working that evening and thanked the rest of the Library Board for being there. It will be known within the week how much money was raised at the event.

i. Discussion about scheduling items for upcoming meetings

6. **ADJOURN** Cornwell/Sinnes moved to close the meeting. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes. Motion approved. Meeting adjourned at 1:07 p.m.

Prepared by: Naomi Brown, Recording Secretary

Approved by: 
Chair, Stillwater Public Library Board