



Minutes
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
NORTH BUILDING CONFERENCE ROOM 313
1107 SOUTH DUCK, STILLWATER, OK, 74074
OCTOBER 24, 2023, 12:00 NOON
library.stillwater.org

Board members present: Mike Woods, Martha McMillian, Kathryn Ross, 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 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: September 26, 2023, Regular Meeting

Edwards/McMillian moved to approve the consent docket. The votes are as follows:
Woods, yes; McMillian, yes; Ross, 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 approval of Stillwater Public Library September 2023 Financial Reports
DeLano is monitoring the total in the supplies account and spending cautiously. If necessary some funds can be transferred from the HVAC repair or building repair account into general supplies. Brown reported that Finance will be meeting with library staff in the next few weeks and there should be an update on custom financial reports for the November Library Board meeting.

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

- b) Consider approval of Stillwater Public Library September 2023 Activity Report
Total borrowers have increased due to expanding outreach efforts this fiscal year. DeLano explained that the auto-renewal feature for library materials will artificially increase some of the circulation statistics. The updated Activity report template should be available and in use for the November Library Board meeting. DeLano requested any remaining suggestions for the template be emailed to her in the next few weeks.

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

- c) Consider approval of 2024 Schedule of Regular Meetings
Sinnes/Edwards moved to approve the 2024 Meeting Schedule. The votes are as follows: Woods, yes; McMillian, yes; Ross, 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

DeLano reported that the Haunted Library event was successful. It ran exactly as planned thanks to amazing volunteers and staff. The donations collected along with Friend of the Library matching funds will be around \$7000. This event attracted a lot of new people to the library. It was also a great opportunity to form partnerships in the community.

The final Centennial activity will be \$100 for 100 Years Campaign. DeLano will send a letter to past donors with a detailed sheet of Centennial year activities.

The IT Manager position is still open. The current manager has agreed to stay until the position is filled.

b) Miscellaneous items from the Library Board

Edwards suggested offering a handout about the library or card applications at upcoming the Will Rogers Elementary book fair. DeLano said she would have the Children's department add library card applications to the Thursday packets that get sent home with the students.

Cornwell reported that the updated ODL Trustee manual is very useful, with great information about advocacy, challenges to books, and intellectual freedom.

Upton said that the Oklahoma Chapter of the Association of College and Research Libraries (OK-ACRL) will be holding their annual conference at Edmon Low Library on November 10. James LaRue will give the keynote address at 9:15 a.m. An invitation to attend has been extended to Library Board members.

Discussion about scheduling items for upcoming meetings

6. ADJOURN Sinnes/Ross moved to adjourn. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upton, yes; Edwards, yes. Motion approved. Meeting adjourned at 12:31 p.m.

Prepared by: Naomi Brown, Recording Secretary

Approved by:


Chair, Stillwater Public Library Board