



Minutes
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
NORTH BUILDING CONFERENCE ROOM 313
1107 SOUTH DUCK, STILLWATER, OK, 74074
NOVEMBER 28, 2023, 12:00 NOON
library.stillwater.org

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

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: October 24, 2023, Regular Meeting

Sinnes/Ross moved to approve the consent docket. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, 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 October 2023 Financial Reports
Cornwell asked about the book and publications account. DeLano explained that although the balance looks low, the majority of the funds are still on hand but have been encumbered by purchase orders for specific expenditures. Viewing the balance plus encumbrances on the financial report will give an accurate view of the total funds on hand. Some accounts will need to be adjusted by moving funds from one account to another. One account that will be adjusted is the equipment rental account used to pay for the copy machine leases.

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

- b) Review proposed changes to the monthly Financial Report format
DeLano has been working with IT to create a report and have different formatting options. The finance software doesn't export the needed reports to Excel or Word. DeLano would like to improve the existing report by dividing the sections by purchase category and using more explanatory language in the column headings. Cornwell explained that she thinks it's important that decisions are being made with the same information that the Finance Department and City Council use. Cornwell suggests continuing to use the existing report and ask questions for clarification. DeLano thinks the report needs to be clear to anyone who only sees it once a month. Woods suggested that the board continue thinking about this situation while considering everyone's ideas.

- c) Consider approval of Stillwater Public Library October 2023 Activity Report
Sinnes asked about haunted library attendance numbers. Cornwell asked if the Haunted Library drew many new patrons to the library. DeLano explained that on Thursday evening some new library card accounts were created. However, most of the tours were scheduled after hours.

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

- d) Review proposed changes to the monthly Activity Report format
No update was available. DeLano will provide an update on changes at the next meeting.
- e) Consider approval of proposed revision of Notary policy

The Notary policy is very similar to the existing policy. To simplify, the section that mentioned specific hours of availability was removed. Explanation about notary service not being a primary staff duty was also removed. McMillian asked if it is standard practice to make a notary record. DeLano explained that it is best practice to keep a thorough record and is a requirement in some states. Upson asked about notaries on staff. DeLano explained that the library used to have two staff members who were notaries and has since added a third. This spreads the work out evenly through three departments and provides availability during the week and weekend. Cornwell emphasized the importance of regularly reviewing and updating library policies. This is crucial to ensure that policies can be referred to in case of any question or concern regarding library operations. A well-documented policy framework enables the library staff to determine whether their actions align with the established policies and procedures.

Sinnes/Cornwell moved to approve the revision to the Notary policy. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, 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

Upcoming events include the Winter Reading program, activities related to a children's health literacy grant, and a children's financial kit grant. DeLano and staff members will be updating the library's display policy in the next few months. The current policy can be found on the library website by clicking the About link. Centennial fundraising efforts continue in the month of December with \$67,000.00 raised so far this year.

b) Miscellaneous items from the Library Board

McMillian appreciated the thank you letters she recently received from the library for centennial and memorial donations. Cornwell shared a packet of materials she received from an out-of-state library as an example of what other libraries are doing to sponsor fundraising efforts. Woods expressed thanks to City Council and library staff for the upkeep and maintenance of Stillwater Public Library facilities.

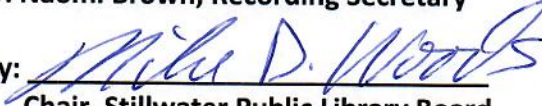
i. Discussion about scheduling items for upcoming meetings

6. ADJOURN

Sinnes/Cornwell moved to adjourn. The votes are as follows: Sinnes/Ross moved to approve the consent docket. The votes are as follows: Woods, yes; McMillian, yes;

Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved. Meeting adjourned at 12:53 p.m.

Prepared by: Naomi Brown, Recording Secretary

Approved by: 
Chair, Stillwater Public Library Board