



Minutes

SPECIAL MEETING

STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
NORTH BUILDING CONFERENCE ROOM 313
1107 SOUTH DUCK, STILLWATER, OK, 74074
JANUARY 18, 2024, 3:30 P.M.
library.stillwater.org

Board members present: Sharon Edwards, Martha McMillian, Mike Woods, Kathryn Ross, Robin Cornwell

Staff present: Stacy Delano, Andrea Kane, Elizabeth Steward, Emily States, Paula Long, Ashlyn Garis, Christy Cluck

1. CALL MEETING TO ORDER The meeting was called to order at 3:30 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: November 28, 2023, Regular Meeting

Cornwell/Ross moved to approve the consent docket. The votes were as follows: Edwards, yes; McMillian, yes; Woods, yes; Ross, 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) Presentation on Library revenues and expenditures (No action will be taken)

Delano presented a document covering the personnel and operating costs of the library, the types of funding the library receives, revenues that are generated by the library, and the biggest budget concerns the library is facing. She answered questions from the board related to grants, the challenge of costs moving to a leasing model instead of ownership, meeting room revenue, and future library projects.

- b) Discuss FY 24-25 Personnel Budget (No action will be taken)

McMillian asked if librarians receive an increase in salary if they had received an advanced library science degree, or if the differences in salary were related to tenure. Delano replied that having a degree did not affect the rate of pay. Cluck said that across all City departments there is not an education incentive related to salaries. Delano said that some departments did have incentives related to certifications and the library needed to investigate why it does not have something like that. States relayed that the City does have a program for employee assistance with tuition.

- c) Discuss FY 24-25 Operating Budget (No action will be taken)

Delano went over the itemized Operating Budget and explained the changes that had been made from previous years, such as increased costs for natural gas and printing, and correcting the accounts that some items were placed in.

Cornwell and Woods inquired what the next steps in the budget process are. Delano replied that a cleaned up budget would be on the next meeting agenda. And Cluck relayed that public hearings on the City budget as a whole would take place in April, and the City Council would adopt the budget in May.

Woods thanked the City for its support of the library and asked Cluck what the City budget looked like for next year. Cluck replied that in recent years the budget had challenges because of rising costs, but because of the new utility rate increases, which had not been increased in three years, the City was feeling better about the budget.

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 stated that a regular and full update would be given at next meeting. She reminded board members that should they attend the Legislative event following the current meeting that no library business would be discussed.

b) Miscellaneous items from the Library Board

McMillian mentioned that a former City Commissioner recently passed away.

i. Discussion about scheduling items for upcoming meetings

6. ADJOURN

Edwards/McMillian moved to adjourn. The votes were as follows: Edwards, yes; McMillian, yes; Woods, yes; Ross, yes; Cornwell, yes. Motion approved. Meeting adjourned at 4:51 p.m.

Prepared by: Andrea Kane, Recording Secretary

Approved by:


Chair, Stillwater Public Library Board