Minutes
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
NORTH BUILDING CONFERENCE ROOM 313
1107 SOUTH DUCK, STILLWATER, OK, 74074
JANUARY 23, 2024, 12:00 NOON
stillwaterok.gov/library

Board members present:	**Mike Woods, Martha McMillian, Kathryn Ross, Donna Sinnes, Robin Cornwell, Matt Upson, Sharon Edwards**
Staff present:	**Stacy DeLano, Naomi Brown, Kimberly Meek, 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: January 18, 2024, Special Meeting
Edwards/Cornwell moved to approve the consent docket. 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) Discussion with City of Stillwater City Manager Kimberly Meek
The library board members welcomed Meek to Stillwater and thanked her for her service and for coming to the Library Board meeting. Meek and the board discussed Meek's experience with local government. Then they discussed issues affecting the library and the community. Kimberly left at 12:47 p.m.

b) Consider approval of Stillwater Public Library November-December 2023 Financial Reports
McMillian/Sinnes moved to approve the November-December 2023 Financial Reports. Votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

c) Consider approval of Stillwater Public Library November-December 2023 Activity Report
McMillian asked about attendance at library events. Attendance numbers depend on the type of programming taking place. Attendance has increased compared to last year at this time. Any money generated from meeting room rentals goes into the City's general fund.

Edwards/Sinnes moved to approve November-December 2023 Activity Reports. Votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

d) Consider approval of FY 24-25 Personnel Budget
The FY 24-25 budget for personnel is $965,623.88 to fund 14 full-time and 19 part-time staff members. Edwards asked if the total included benefits. Delano said this number represents wages only. Ross asked if Delano was pleased with this number. DeLano said the current number of employees is appropriate at this time. A few open positions were purposely not filled once RFID streamlined some library processes. However, the library is now at the minimum number of needed positions and will not be reducing further.

Sinnes/Edwards moved to approve the FY 24-25 Personnel Budget. Votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

e) Consider approval of FY 24-25 Operating Budget

The total for the FY 24-25 operating budget is $215,000. Board members asked what gaps can be identified in the budget. DeLano indicated that the Software Maintenance account is sizeable, covering many of the library's largest non-staffing expenses, such as the automated service and cataloging services, but that those programs along with the library's few other databases probably do not adequately meet the database needs for the community.

Cornwell asked about the telecommunications account. DeLano said this account pays for internet service and a fax line. The budget in this account is higher because a portion of funds are reserved since the state component of Erate is not guaranteed. Federal Erate is much more stable than the state portion, so no additional funds need to be reserved. Woods said he appreciated the special meeting breaking down the budget. DeLano said this can be a yearly discussion.

Sinnes/Ross moved to approve the Operating Budget. Votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

f) Consider acceptance of $1,000 Oklahoma Humanities grant for a Let's Talk About It, for Oklahoma reading series
Oklahoma Humanities will grant $1000 for a five-book series this spring, discussing Oklahoma criminal investigators. Registration is now open. A guest scholar will lecture at each program and a book discussion will follow. Friends of the library will cover expenses that the grant does not.

Cornwell/Sinnes moved to accept the OK Humanities grant for Let's Talk About It reading series. Votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

g) Consider acceptance of $19,008 State Aid grant from Oklahoma Department of Libraries
Supervisors will create a list of potential purchases that will benefit the library. Purchases will be split between subscriptions, items, and equipment for different projects. DeLano will bring the completed list to the next regular meeting.

Sinnes/Cornwell moved to accept $19,088 in State Aid from ODL. Votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

h) Consider acceptance of Thinking Money for Kids materials grant from American Library Association
This grant will provide financial instruction for children between the ages of three and twelve. Equipment will be granted for programming, rather than funds. Playaway tablets and other provided materials will be available for circulation.

Sinnes/Upson moved to accept Thinking Money for Kids material grant. Votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

i) Consider staff request to apply for Erate and Oklahoma Universal Service Fund funding for FY 24-25 internet service
Erate is a discount program rather than a grant. FY 23-24 is the final year of a five year, year to year agreement with Chickasaw. When bidding out the next service period, DeLano will ask for 1 GB speeds rather than the current rate of 250 MB.

Sinnes/Edwards moved to approve the request to apply for Erate and Oklahoma Universal Service fund. 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
Upcoming events include a Let's Talk About It Oklahoma (LTAIO) book series and continuing Heath Literacy programming for children. DeLano and supervisory staff met with project planners for the Block 34 project. They discussed how the project may impact the library and how to minimize disruptions to library service. DeLano and Maintenance Lead Heath Lindley will meet with project managers about a future fire suppression project for the library after the library board meeting. Then DeLano and Woods will meet with City Manager Meek, and Assistant City Manager Driskel regrading library priorities. Edwards left at 1:13 p.m.

b) Miscellaneous items from the Library Board
Sinnes shared that a community member and friend suggested that the library provide jigsaw puzzles for in-library use and provided information on how to maintain this project. McMillian requested that DeLano keep the board updated on legislation that may affect the library.

i. Discussion about scheduling items for upcoming meetings

6. ADJOURN Cornwell/McMillian moved to adjourn. Votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved. Meeting adjourned at 1:16 p.m.

Prepared by: Naomi Brown, Recording Secretary

Approved by: Mike D. Woods

Chair, Stillwater Public Library Board