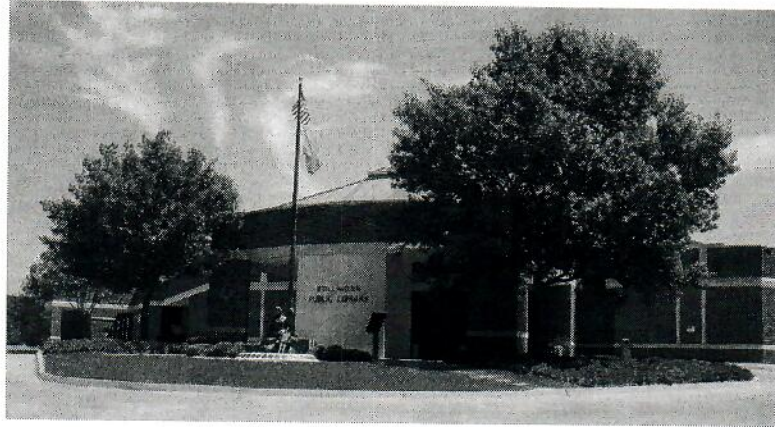




Minutes

REGULAR MEETING - STILLWATER PUBLIC LIBRARY TRUST BOARD

STILLWATER PUBLIC LIBRARY, NORTH BUILDING, ROOM 313

1107 SOUTH DUCK, STILLWATER, OK. 74074

NOVEMBER 8, 2023

4:00 P.M.

library.stillwater.org

Board members present:

**Cynthia Fransisco, Holly Hartman, Sandeep Nabar,
Matt Hull, Sherryl Nelson**

Staff present:

Stacy DeLano, Naomi Brown, Ashlyn Garis

1. CALL MEETING TO ORDER **The meeting was called to order at 4:01 p.m. Nelson arrived at 4:02 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 Trust 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. Approval of minutes: Sept. 13, 2023, Meeting

Hull/Hartman moved to approve the consent docket. The votes are as follows: Nabar, yes; Francisco, yes; Hartman, yes; Hull, yes; Nelson, yes. Motion approved.

3. GENERAL ORDERS

The Trust 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. Status Report: Expenditures from Stillwater Public Library Trust Projects (no action)
DeLano reported 11 expenditures since the last meeting totaling \$1628.64.

- b. Status Report: Donations made to the Stillwater Public Library Trust (no action)
DeLano reported 38 donations since the last meeting totaling \$7068.25.
- c. Update on Exchange Bank CD including discussion and possible consideration of making changes to the investment
DeLano reported \$485.87 in interest received since the last meeting.
- d. Update on RCB CD including discussion and possible consideration of making changes to the investment
DeLano reported two interest disbursements since the last meeting, totaling \$116.30 each. DeLano will check with Finance about these two totals.
- e. Update on Vanguard accounts including discussion and possible consideration of making changes to the account investments
DeLano reported \$562,101.08 in the Vanguard accounts as of November 3, 2023:
 - **VFIAX (1) – \$24,591.27**
 - **VFIAX (2) – \$337,215.53**
 - **VBIAX(List) – \$101,769.28**
 - **VMFXX (money market) – \$98,525.00**
- f. Update on Claim on Cash including discussion and possible consideration to making changes to the claim on cash funds
DeLano reported the balance was \$37,382.29 as of November 3, 2023.
- g. Status Report: Mabel King Fund balance (no action)
DeLano reported the balance for 2024 is \$55,880.50.
- h. Consider approval of Trust Board Meeting Schedule for 2024
Francisco/Hartman moved to approve the 2024 Trust Board meeting schedule. The votes are as follows: Nabar, yes; Francisco, yes; Hartman, yes; Hull, yes; Nelson, yes. Motion approved.
- i. Ratification and approval of declaration that wood purchased for the Haunted Library Maze no longer has value to the library because the event is over, and approving it to be abandoned by way of providing it to the SPD to use for training
Hull/Nelson moved to ratify and approve the declaration that wood purchased for the Haunted Library is no longer of use to the library and can be abandoned by providing it to SPD for training. The votes are as follows: Nabar, yes; Francisco, yes; Hartman, yes; Hull, yes; Nelson, yes. Motion approved.
- j. Consider approval of FY 23-24 Annual Spending Limit in the amount of \$25,632.81
DeLano reported the annual spending limit for FY 23-24 is \$25,632.81.

4. 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 Trust business that may require discussion or action (including a vote or series of votes) are listed below.

a. Miscellaneous items from the Library Director

The library has received \$67,060 in donations this year. 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. BeanStack software will be utilized for the Winter Reading Program to facilitate fundraising. Participants can share individualized donation pages with friends, and family, and on social media. \$7000 in Friends of the Library (FOL) matching funds are still available for distribution. The donor recognition shelves will be unveiled in the main lobby on December 18.

The Haunted Library was successful thanks to the many volunteers and staff. The Retro book fair was also very successful. The library received donation checks from Stonecloud and Bliss Books. Fundraising has been challenging, but the library is committed to making it a regular part of its process. While the Haunted Library was a one-time event, a read-a-thon will take place yearly, with other fundraising events occurring from time to time.

Several programs are scheduled for winter and spring, including Winter Reading, Let's Talk About It (LTAI), and Health Literacy for Children. Additionally, the Friends of the Library would like to use funds accumulated during COVID-19 to pay for an author visit.

b. Miscellaneous items from the Trust Board

i) Discussion about scheduling items for upcoming meetings

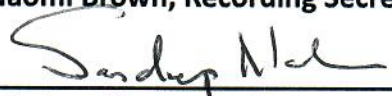
Discussion about changes to the Vanguard account will be considered in the January meeting.

5. QUESTIONS & INQUIRIES

6. ADJOURN

Hartman/Francisco moved to adjourn. The votes are as follows: Nabar, yes; Francisco, yes; Hartman, yes; Hull, yes; Nelson, yes. Motion approved. Meeting adjourned at 4:48 p.m.

Prepared by: Naomi Brown, Recording Secretary

Approved by: 

Chair, Stillwater Public Library Trust Board