Minutes
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
NORTH BUILDING CONFERENCE ROOM 313
1107 SOUTH DUCK, STILLWATER, OK, 74074
MARCH 26, 2024, 12:00 NOON
stillwaterok.gov/library

Board members present:	**Mike Woods, Martha McMillian, Kathryn Ross, Donna Sinnes, Robin Cornwell, Matt Upson**
Staff present:	**Stacy DeLano, Naomi Brown, Ashlyn Garis, Christy Driskel, Sara Rebelo**

1. **CALL MEETING TO ORDER The meeting was called to order at 12 p.m.**

2. **EXECUTIVE SESSION**
   Request for confidential communication regarding the employment, appointment, promotion, demotion, disciplining or resignation of Library Director Stacy DeLano pursuant to 25 O.S. § 307 (B)(1) of the Oklahoma Open Meeting Act.

   a) Vote to convene executive session
   Sinnes/Ross moved to convene an executive session. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes. Motion approved. Upson and Rebelo arrived at 12:04 p.m.

   b) Discuss employment, appointment, promotion, demotion, disciplining or resignation of Library Director Stacy DeLano

   c) Vote to convene regular meeting

Cornwell/Sinnes moved to convene a regular meeting. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved. Driskel and Rebelo left at 12:57 p.m.

d) Possible action (including vote or series of votes) regarding employment, appointment, promotion, demotion, disciplining or resignation of Library Director Stacy DeLano
No action was taken.

3. **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: February 27, 2024, Regular Meeting
b) Stillwater Public Library February 2024 Financial Reports
c) Stillwater Public Library February 2024 Activity Report

McMillian identified that the financial report is mislabeled as March 2023 rather than March 2024.

Sinnes/McMillian moved to approve the consent docket with a correction. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved.

4. **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.

5. **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) Discuss biannual long range plan update
The Board discussed the long range plan. Cornwell asked about the updated "how to" brochure on the Libby app. DeLano explained the brochure will be available on the library website and at service desks, along with one-on-one instruction if needed. DeLano shared that she looks forward to including the library board and the community in future long range plans.

b) Discuss financial report template

The updated template further breaks down revenues into categories. The wording for the headings has also been adjusted to better align with revenue and expenditure categories. The aim of updating the financial report template is to make it more helpful for staff, future board members, and the public. DeLano

c) Consider adoption of graphical monthly activity report template
Woods suggested adding a note in the heading indicating that all data are monthly data for the year indicated in the report. DeLano expressed thanks to Paula Long and Brandon Borowicz for their assistance in creating and refining this report. DeLano stated that the use of the reports would not be implemented for several months.

Sinnes/Cornwell moved to adopt the graphical monthly activity report template. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved.

6. **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
Staff CPUs and monitors are being updated. The replaced staff monitors will be retained to update patron monitors. The library held two eclipse programs in the last week. Library staff did an excellent job gathering experts for the programs. Eclipse glasses were given out to 100 adults and 125 children who registered and attended two different classes. Upcoming Heath Literacy programming includes a lake adventure, nature walks, and a ropes course at McMurtry. Library staff and board members are encouraged to donate games and puzzles to put into circulation. DeLano expressed appreciation to Sinnes and Upson for the idea and assistance with implementing the plan. Ross left at 1:15 p.m.

b) Miscellaneous items from the Library Board
Upson asked about the seed library at Stillwater Public Library. DeLano explained that the Payne County Extension started a seed library and the library agreed to provide space in the gardening section to display it and to advertise it on social media. The seed library has been well received and has been restocked several times. The board asked about the library culture document mentioned in the long range plan. DeLano will email a copy of this document to the board.

i. Discussion about scheduling items for upcoming meetings

7. **ADJOURN Sinnes/Upson moved to adjourn. The votes are as follows: Woods, yes; McMillian, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved. Meeting adjourned at 1:38 p.m.**

Prepared by: Naomi Brown, Recording Secretary

Approved by: Mike Woods
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Chair, Stillwater Public Library Board