Minutes
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
NORTH BUILDING CONFERENCE ROOM 313
1107 SOUTH DUCK, STILLWATER, OK, 74074
APRIL 23, 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, Sara Rebelo**
Guests present:	**Nathan Cheever, Mary Mach**

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
   Cornwell/Ross moved to convene an executive session. The votes are as follows: Woods; yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved.

   b) Discuss employment, appointment, promotion, demotion, disciplining or resignation of Library Director Stacy DeLano
   Rebelo left at 12:40 p.m. Mary Mach arrived at 12:40 p.m.

c) Vote to convene regular meeting
Sinnes/Cornwell 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.

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

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: March 26, 2024, Regular Meeting
b) Stillwater Public Library March 2024 Financial Reports
c) Stillwater Public Library March 2024 Activity Report

McMillian explained that the correction in the minutes for the February Financial Report is inaccurate. The Financial Report was mislabeled as March 2023 rather than February 2024. Brown explained that the Activity Report for March has an error on page 3. The column headings should read 2022, 2023, and 2024.

Cornwell/Sinnes move to approve the consent docket with corrections to the Minutes and Activity Report. 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) Appoint nominating committee for May officer election
Upson and Sinnes were chosen for the nominating committee for 2024-25 officers. The committee will make recommendations for the chair, vice chair, and recording secretary at the May meeting.

b) Consider approval of Display Policy revision

Updates to this policy include additional information about intellectual freedom and provide framework for addressing challenges to displays. It now better aligns with the collection development policy. It also provides standards for signage that incorporate more readers' advisory-related content. The policy tasks staff with addressing a greater cross-section of the community thereby increasing variety. McMillian asked about the section that spoke about displays representing two sides of a topic. DeLano said that, when possible, displays will reflect diverse points of view.

Sinnes/Ross moved to approve the revised display policy. 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

The Dolly Parton Imagination Library is receiving $35,000 in additional funding which should be enough to register all children in Payne County. The Children's Department has plans in place to register as many children as possible. DeLano met with lead people on the Block 34 project and learned that at least two trees on the southeast side of the library will have to be removed to provide drain access. New trees may be planted in the future. The project will start on April 29 or May 6. It will take three to five weeks depending on weather conditions. The fire suppression replacement project is ongoing with designers out to bid. DeLano will be given access to timeline-tracking software and will update the board moving forward. The Friends of the Library Book sale was exceptionally successful, raising over $15,000.

b) Miscellaneous items from the Library Board

Cornwell is interested in organizing staff appreciation activities. This topic will be included on the next meeting agenda. Woods volunteered on Friday at the book sale, noting it was a fun and busy event. Woods encourages board members to volunteer at a future sale. McMillian asked about the One Card project with public schools mentioned in the weekly report. DeLano explained providing one card for school libraries and the public library is no longer feasible due to changes in legislation affecting schools. Ross mentioned she appreciates the weekly updates, finding them useful and informative.

i. Discussion about scheduling items for upcoming meetings

7. **ADJOURN Sinnes/Cornwell moved to adjourn. The votes are as follows: Woods; yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved. The meeting adjourned at 1:06 p.m.**

Prepared by: Naomi Brown, Recording Secretary

Approved by: ____________________________
Chair, Stillwater Public Library Board