Minutes
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
NORTH BUILDING CONFERENCE ROOM 313
1107 SOUTH DUCK, STILLWATER, OK, 74074
MAY 28, 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, Ashlyn Garis**
Visitors present:	**Bryan Hodgkins**

1. **CALL MEETING TO ORDER 12:01 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
   Edwards/Sinnes moved to convene an executive session. The votes are as follows: Woods; yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes, Edwards, yes. Motion approved.

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

   c) Vote to convene regular meeting

Sinnes/Upson moved to convene a regular meeting. The votes are as follows: Woods; yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes, Edwards, 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, including possible reasonable action to increase the Library Directors compensation.

Cornwell/Sinnes moved to increase DeLano's salary by three percent starting July 1. The votes are as follows: Woods; yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes, Edwards, yes. Motion approved.

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: April 23, 2024, Regular Meeting
b) Stillwater Public Library April 2024 Financial Reports
c) Stillwater Public Library April 2024 Activity Report

Cornwell asked if Oklahoma Library Association (OLA) membership fees come out of the dues and subscriptions account (53054) listed on the financial report. DeLano explained that this is the account OLA memberships are taken from and they are individually purchased memberships. Edwards/Sinnes moved to approve consent docket. The votes are as follows: Woods; yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes, Edwards, 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) Report and possible discussion of from the nominating committee on 2023-2024 officers

Correction-5. a) should read nominating committee on 2024-2025 officers. The nominating committee recommended electing Matt Upson as Chair and Kathryn Ross as Vice Chair. They recommended reappointing Naomi Brown as Secretary.

b) Election of 2024-2025 Chair
Sinnes/McMillian moved to elect Matt Upson as Chair. The votes are as follows: Woods; yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes, Edwards, yes. Motion approved.

c) Election of 2024-2025 Vice Chair
Sinnes/McMillian moved to elect Kathryn Ross as Vice Chair. The votes are as follows: Woods; yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes, Edwards, yes. Motion approved.

d) Consider reappointment of Naomi Brown as Secretary
Woods/Edwards moved to reappoint Naomi Brown as Secretary. The votes are as follows: Woods; yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes, Edwards, yes. Motion approved.

e) Consider approval of Bulletin Board and Pamphlets Policy
DeLano explained that the Bulletin Board and Pamphlet policies have been combined and consolidated with some additional information added. Ross suggested posting a sign stating that the library doesn't necessarily endorse what is posted.

Edwards/Cornwell moved to approve the updated Bulleting Board and Pamphlets policy. The votes are as follows: Woods; yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes, Edwards, yes. Motion approved.

f) Consider appointment of staff appreciation committee
Cornwell learned from a library trustee webinar that some boards regularly participate in staff appreciation activities. Cornwell and Ross volunteered to be on a staff appreciation committee. This item has been tabled until the City Attorney's Office considers issues.

g) Consider acceptance of federal eRate discount for internet services in the amount of $9,840 and a discount for battery backups in the amount of $3,294.70
The library received a funding commitment letter for federal discounts on internet service and battery backup equipment. The discount has increased from 60% in previous years to 80%. Speeds will also increase from 200mbps to 500mpbs. It is less certain if the library will receive the State eRate discount, but funds available in the operating budget will cover that amount if necessary.

Sinnes/Cornwell moved to accept a federal eRate discount for internet services in the amount of $9,840 and a discount for battery backups in the amount of $3,294.70. The votes are as follows: Woods; yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes, Edwards, yes. Motion approved.

h) Discussion, consideration, and possible action to authorize the Library Director to approve library programs held outside of normal operating hours, or in the alternative, consider approval of an adult services program Friday, July 19, 7- 9 p.m. and the summer finale lock-in for all ages Friday, July 26, 7- 11 p.m.
The Board asked Garis to report back if the library has any additional liability when holding programs outside of business hours.

Woods/Cornwell moved to authorize the Library Director to approve library programs held outside of normal operating hours. The votes are as follows: Woods; yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes, Edwards, 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

a. SRP schedule

Several hundred children have already signed up for summer reading. The kick-off event, an outdoor foam party, will take place on June 1 which is also the first day readers can fill out reading logs. Due to significant yearly price increases, using OCLC for catalog records is becoming less sustainable. The Technical Services supervisor will find out the cost and how much staff time it would take to purchase catalog records from a vendor. An engineer has been selected for the fire suppression system project and will send out a request for proposals. Construction will likely start between November and April and will take around three to six weeks to complete. DeLano hopes to keep the library open for the duration of the project, potentially leaving one portion of the building open at a time. The books will have to be moved from the main part of the library during the project.

b) Miscellaneous items from the Library Board
McMillian shared one of the latest Library Shelf articles from the News Press noting it was very well written.

i. Discussion about scheduling items for upcoming meetings

7. ADJOURN-Edwards/Woods moved to adjourn at 1:12 p.m. The votes are as follows: Woods; yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes, Edwards, yes. Motion approved.

Prepared by: Naomi Brown, Recording Secretary

Approved by: ______________________________
Chair, Stillwater Public Library Board