Minutes
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
NORTH BUILDING CONFERENCE ROOM 313
1107 SOUTH DUCK, STILLWATER, OK, 74074
JUNE 25, 2024, 12:00 NOON
stillwaterok.gov/library

Board members present: **Mike Woods, Martha McMillian, Donna Sinnes, Robin Cornwell, Matt Upson, Sharon Edwards**

Staff present: Stacy DeLano, Naomi Brown, Reagan Thomas, 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: May 28, 2024, Regular Meeting
   b) Stillwater Public Library May 2024 Financial Report
   c) Stillwater Public Library May 2024 Activity Report
   d) Accept $30,000 Oklahoma Department of Libraries grant for the purchase of downloadable material for the Oklahoma Virtual Library
   e) Accept $824.68 Oklahoma Department of Libraries grant to fund the 20% portion of a battery back-up purchase not funded by the federal eRate program

   Cornwell asked about the key total in the financial report. The key total is the difference between expenditures and revenue totals. Cornwell asked when the

streamlined activity report will be available. DeLano said it would be available starting with the August meeting. McMillian asked about the donation expenditure account in the financial report. DeLano explained that funds not used will be carried forward. Most of the donations are from Friends of the Library money, much of which will be spent in July. Upson asked about the difference in the two locations in the activities report documenting reference questions. DeLano explained that the difference has to do with the information the state aid report requires which excludes directional questions, while we like to know how many directional questions were asked in our statistical analysis.

Woods/Sinnes moved to approve the consent docket. The votes are as follows: Woods, yes; McMillian, 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) Consider appointment of staff appreciation committee
   Cornwell suggested forming a subcommittee to plan a regular staff appreciation activity. The city attorney said a subcommittee for that purpose would be appropriate. If the staff appreciation activity is an event attended by Board members, it will need to be posted as a special meeting, even though no business will take place. Cornwell, Ross, and Sinnes have volunteered to be on the committee. They will report back with activity ideas at the next regular meeting.

   Sinnes/Cornwell moved to form an ad hoc committee with the three members above to plan staff appreciation events. The votes are as follows: Woods, yes; McMillian, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

   b) Consider request to apply for the Oklahoma Historical Society's Oklahoma Heritage Preservation Grant Program for up to $20,000 with a 10% library match to obtain digitization equipment and to digitize the Stillwater Fire Department collection
   This grant would provide funds for materials needed to digitize an archives collection, most likely the Stillwater Fire Department collection. These archives would be available to the public, likely appearing on the Oklahoma Historical Society (OHS) website or ODL's Oklahoma Images site where the rest of the

library's online archives are posted. The grant requires a 10% cash match which DeLano will procure via a Friends of the Library request or through use of the State Aid grant.

Cornwell/Woods moved to approve DeLano's request to apply for the Oklahoma Historical Society's Oklahoma Heritage Preservation Grant Program for up to $20,000 with a 10% library match to obtain digitization equipment and digitize an archival collection. The votes are as follows: Woods, yes; McMillian, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

c) Report on staff's Trust fundraising plan
DeLano explained that the Trust fundraising plan provides the basic framework for a regular fundraising schedule. DeLano met with an Oklahoma AmeriCorps representative to inquire about volunteers for fundraising assistance. There are no current openings in the lowest cost program, but DeLano will check regularly for openings. The next fundraising activity will be the read-a-thon in February. A committee will soon be formed to begin planning for it.

d) Consider reaffirmation of the Personal Computer Assistance Policy
DeLano explained that the reference staff are frequently asked to help with computers and devices. The primary purpose of this policy is to lay out the type of assistance that staff can provide.

Woods/Sinnes moved to reaffirm the Personal Computer Assistance Policy. The votes are as follows: Woods, yes; McMillian, 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
Summer reading has been successful with over 1,400 people signed up so far. On Wednesday, DeLano will meet with the engineer for the fire suppression replacement project and learn more details including information about the upcoming Request for Proposal process. Recently DeLano formed a welcoming committee to determine whether community members feel welcome in the library and whether library staff are perceived as approachable. A short survey has been made available to the public. Feedback received from the surveys so far has been positive. The information learned will be used to create a standard greeting given consistently by all staff. The City of Stillwater recently awarded a three percent cost-of-living increase to all staff.

i. Introduction of Library Technology Manager Reagan Thomas

Thomas is the newest member of the leadership team. He started work at the library at the end of February 2024. Thomas maintains the library network and assists with library staff computer issues. He is also creating procedures for IT processes at the library and will assist in creating a technology long-range plan.

b) Miscellaneous items from the Library Board

i. Discussion about scheduling items for upcoming meetings

6. ADJOURN

Sinnes/Woods moved to adjourn. The votes are as follows: Woods, yes; McMillian, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved. The meeting adjourned at 12:59 p.m.

Prepared by: Naomi Brown, Recording Secretary

Approved by: ______________________________

Chair, Stillwater Public Library Board