Minutes
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
NORTH BUILDING CONFERENCE ROOM 313
1107 SOUTH DUCK, STILLWATER, OK, 74074
AUGUST 27, 2024, 12:00 NOON
stillwaterok.gov/library

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

Staff present: **Stacy DeLano, Naomi Brown, Ashlyn Garis**

1. **CALL MEETING TO ORDER The meeting was called to order at 12:01 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: June 25, 2024, Regular Meeting
b) Stillwater Public Library June-July 2024 Financial Reports
c) Stillwater Public Library June-July 2024 Activity Report

DeLano has adjusted the financial report, adding new labels to improve understanding. McMillian asked why totals for revenue have minuses on the financial report. DeLano explained that it means more funds were collected than was projected. When a minus appears on grant revenue and donation revenue, it means that a budget amendment needs to be created and presented at a city

council meeting for approval. Cornwell asked about the 53020 and 53023 accounts on the financial report. The repair structures account 53020 has many encumbrances that open at the beginning of the fiscal year. The HVAC account 53023 has a large encumbrance with an HVAC company for anticipated repairs. This will save time when a problem occurs because the funds have already been earmarked for that purpose. Cornwell also asked about 53064. This account is used to pay monthly costs for known contracts that are encumbered at the first of the fiscal year. Cornwell noted that on the June activity report, the city versus non-city figures should be reversed.

Sinnes/Edward moved to approve the consent docket with a correction to the June activity report. The votes are as follows: McMillian, yes; Sinnes, yes; Ross, 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 acceptance of 2023-24 Annual Trust Report

   This report details Trust activities over the past year and is submitted for approval to the Trust Board, Library Board, City Council, and Friends of the Library.

   McMillian/Cornwell moved to approve the 2023-24 Annual Trust Report. The votes are as follows: McMillian, yes; Sinnes, yes; Ross, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

   b) Consider approval of the Children in the Library Policy to supersede the Underage Policy and Disruptive Behavior Policy

   The Underage and Disruptive Behavior policies have been revised and consolidated into a single policy, "Children in the Library." One significant change in this policy is the increase in the age at which a child is allowed to be unaccompanied in the library from nine to ten. This policy also allows Children's Services to specify programs that require a caregiver to be present with a child. Cornwell recommended including age specifications in the third bullet point of the policy.

   Sinnes/Ross moved to approve the policy pending adding age ranges to the bulleted points that outline information about children attending programs. The

votes are as follows: McMillian, yes; Sinnes, yes; Ross, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

c) Consider approval of a 3% cost-of-living increase to the Library Director's compensation effective June 27, 2024, which is consistent with a recent across-the-board cost-of-living adjustment for general city employees.
DeLano explained that in the case of across-the-board cost-of-living increases, the board must approve the change. This does not happen every year and is not something that can be enacted as a standing request because it would apply to a budget not yet in existence.

Edwards/Sinnes moved to approve a 3% cost-of-living increase to the Library Director's compensation effective June 27, 2024, consistent with a recent across-the-board cost-of-living adjustment for general city employees. The votes are as follows: McMillian, yes; Sinnes, yes; Ross, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

d) Update and discussion on Staff Appreciation subcommittee report
Sinnes reported that the subcommittee would like the Library Board and potentially other volunteers to participate in a staff appreciation activity twice a year. Board members would provide library staff with a light buffet of quality healthy snack options, honoring dietary restrictions. Board members would drop off a buffet snack and help with clean up afterward. The first event will take place during the fire suppression system project. The subcommittee would like to invite the Trust Board to participate in providing buffet food.

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
DeLano discussed the summer reading reports for children, teens, and adults, which will be useful for planning next year's programs. DeLano also received word that the state aid report for the library was accepted. Our Daily Bread received a grant for a family resource center. The library would like to establish points of partnership with them to ensure that community needs are met without duplication.

i. Update on Fire Suppression System Replacement
DeLano has confirmed that the final design has been received and the bid should be ready to publish in September. The contract must be awarded by early November. The project will be completed in two phases. During phase one, no meetings will be held in the library, and tech services will operate out

of the south building. In phase two, a core collection and patron computers will be relocated to the north building. Library staff offices will move to various floors of the north building. The children's department will be located on the second floor, and most core collection books will be on the first floor. Checkout and service desks will be situated on the first floor in the lobby. The City of Stillwater IT networking staff has met with library staff to provide guidance for working out of the north building. Depending on the timing and duration of the project, the summer reading program may be affected. If a bid is awarded and accepted, more details and a timeline will be provided.

Ross left at 12:52 p.m.

ii. Update on long range planning and facilitation by MTC
Delano met with Meridian Technology Center staff to seek assistance with the next long-range plan for the library. Fees for the project will be approximately $3000. DeLano invited the library board to participate in the project as well. DeLano will share more details in a future meeting.

b) Miscellaneous items from the Library Board
Sinnes asked for updates on matters regarding the unhoused in the Stillwater community. DeLano explained that a significant Supreme Court case was decided this summer. DeLano anticipates receiving more detailed information and guidance in the upcoming months.

i. Discussion about scheduling items for upcoming meetings

6. ADJOURN

Corwell/Sinnes moved to adjourn. The votes are as follows: McMillian, yes; Sinnes, yes; Ross, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved. The meeting adjourned at 1:03 p.m.

Prepared by: Naomi Brown, Recording Secretary
Approved by: ______________________
Chair, Stillwater Public Library Board