



Minutes
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
NORTH BUILDING CONFERENCE ROOM 313
1107 SOUTH DUCK, STILLWATER, OK, 74074
SEPTEMBER 24, 2024, 12:00 NOON
stillwaterok.gov/library

Board members present: Mike Woods, Martha McMillian, Donna Sinnes,
Kathryn Ross, 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 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: August 27, 2024, Regular Meeting
- b) Stillwater Public Library August 2024 Financial Reports
- c) Stillwater Public Library August 2024 Activity Report

McMillian asked about the Other category under Patron Profile in the activities report. DeLano explained that these profiles do not fall into the main patron categories and include accounts such as those for administrative, temporary, and staff use. This category exists so patron statistics are not inflated.

Sinnes/McMillian moved to approve the consent docket. The votes are as follows: Woods, yes; McMillian, yes; Sinnes, yes; Ross, 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 August 2024 update of 2022-25 Long Range Plan activities
DeLano and the board discussed action steps completed from March-August 2024.
- b) Update on 2025-28 Long Range planning
Fees to guide the long-range planning process will be approximately \$3,000. A pre-planning session will take place on September 30. Three planning sessions will take place on October 29, November 19, and December 12. Upson and Ross plan to attend when possible.
- c) Update on 5-year trend statistics
DeLano explained that she used data collected from state aid reports to compile 5-year trend statistics. Woods asked what MOE means. DeLano explained it means maintenance of effort which is the minimum contribution of funds the City of Stillwater must provide for the library to receive State Aid money. One trend of note is that the Oklahoma Department of Libraries (ODL) is not providing as much funding for Oklahoma Virtual Library titles. ODL staff recently indicated that \$100,000 will be earmarked for Stillwater Public Library for the upcoming fiscal year.
- d) Update on library staff salaries
DeLano continues to request increases in supervisors' salaries to bring them up to equivalent positions within the City of Stillwater. Due to changes at the Department of Labor, supervisor positions at the library will no longer fall under exempt status starting January 2025. Assistant City Manager Driskel said she will pursue an increase to supervisors' salary to allow them to remain exempt.

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

The fall book sale was busy and successful. LexiCon will take place October 24-26. Recent meetings regarding the fire suppression project included discussions with IT, the Fire Marshal, and Community Development. A pre-bid meeting will take place on October 2. All entities that will bid on the project must attend. Staff members have created a floor plan for a temporary library in the north building. Public meetings will be relocated to other spaces including the Community Center during the project.

- b) Miscellaneous items from the Library Board

Sinnes recently saw t-shirts for the Shusterman Library at OU Tulsa and suggested a similar shirt could be made for the Stillwater Public Library. DeLano said an upcoming objective this year will include an online store with library t-shirts and other items for sale. Upson invited board members to a forthcoming series about the USS Oklahoma.

- i. Discussion about scheduling items for upcoming meetings

6. ADJOURN

Ross/Sinnes move to adjourn. The votes are as follows: Woods, yes; McMillian, yes; Sinnes, yes; Ross, 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