Minutes
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
NORTH BUILDING CONFERENCE ROOM 313
1107 SOUTH DUCK, STILLWATER, OK, 74074
NOVEMBER 19, 2024, 12:00 NOON
stillwaterok.gov/library

Board members present:	**Mike Woods, 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 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: Sept. 24, 2024, Regular Meeting
   b) Stillwater Public Library Sept. and Oct. 2024 Financial Reports
   c) Stillwater Public Library Sept. and Oct. 2024 Activity Report

   McMillian asked about the Oklahoma Department of Libraries (ODL) providing less funding, as mentioned in the September minutes. DeLano explained that the library enjoyed several years with increased funding for Oklahoma Virtual Library titles during the pandemic due to ARPA grants. Cornwell requested that column

headings on the experimental financial report be right aligned. DeLano will update the template headings for future reports.

Woods/Edwards moved to approve the consent docket. The votes are as follows: Woods, yes; McMillian, yes; Ross, 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 approval of 2025 meeting dates
   Cornwell/Sinnes move to approve 2025 meeting dates. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

   b) Consider approval of 2025 Stillwater Literacy Council space agreement
   The Stillwater Literacy Council Board has signed the yearly standard agreement for the use of room 102.

   Cornwell/Edwards moved to approve the 2025 Stillwater Literacy Council Space agreement. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

   c) Consider approval of revised Patron Confidentiality Policy
   Changes to this policy include updating the applicable statute. McMillian asked about children's cards. DeLano explained that the person responsible for a child's library account is the child's legal guardian. As such, the responsible party has access to the titles of current checkouts on that account. Patrons can also choose to save checkout history on their account. Board members asked about checkout history stored in library system software (SIRSI.) DeLano will investigate and bring information to the next meeting. McMillian asked about the security of library accounts. DeLano explained that library accounts are accessed by entering the library card number. A future update from SIRSI will include assigning PINs to library accounts for an additional layer of security.

Woods/Cornwell moved to approve the revised Patron Confidentiality Policy. The votes are as follows: Woods; yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes, Edwards, yes. Motion approved.

d) Consider acceptance and approval of $100,000 grant contract with ODL for the purchase of e-materials for Oklahoma Virtual Library
In addition to approval by the Library Board, this grant will need to be approved by City Council.

Edwards/Ross moved to approve the $100,000 grant contract with ODL for the purchase of e-materials for Oklahoma Virtual Library. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

e) Update on fire suppression system replacement
DeLano and library supervisors met with the fire suppression company on November 18. The north building will be vacated by December 16 for phase one of the project. Meeting room staff have informed people or groups who make reservations about upcoming changes. Room 138 will be used for meetings that can hold 13 or fewer people. Otherwise, groups are being referred to the Community Center. The Friends of the Library book sorting area will be in the south building. The spring book sale will likely be at the Community Center or the Armory. Communication with the public has been executed via newsletters, social media, and email. Phase two will provide time for relocating to the north building and setting up a temporary library. The library may be closed for two weeks. Phase three will take place in the south building. Twenty-five percent of the collection will be moved to the temporary library in the north building. Staff hope to pull holds from the shelves in the south building once a week, if permitted. The project is estimated to last four to six months.

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
Upcoming programming includes a read-a-thon fundraiser in February, Let's Talk About It Oklahoma in the spring, and a fall community read series with visiting author Sheldon Russell.

i. Request for a Library Board member to be a reader at library Readathon
One volunteer from the Library Board and Library Trust Board will be requested to read at the event with the goal of raising $250 in donations per reader.

b) Miscellaneous items from the Library Board
McMillian reminded the Board about the visit by author Adam Rex on November 19 and the December story slam event.

i. Discussion about scheduling items for upcoming meetings

6. **ADJOURN Edwards/Cornwell moved to adjourn. The votes are as follows: Woods; yes; McMillian, yes; Ross, yes; Sinnes, 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