



Minutes
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
SOUTH BUILDING CONFERENCE ROOM 138
1107 SOUTH DUCK, STILLWATER, OK, 74074
DECEMBER 17, 2024, 12:00 NOON
stillwaterok.gov/library

Board members present: Martha McMillian, Kathryn Ross, Robin Cornwell, Matt Upson

Staff present: Stacy DeLano, Andrea Kane, Paula Long, 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: Nov. 19, 2024, Regular Meeting
- b) Stillwater Public Library Nov. 2024 Financial Reports
- c) Stillwater Public Library Nov. 2024 Activity Report

McMillian pointed out that the heading on the financial report should read 24-25. Board members discussed whether to continue reviewing both formats of the monthly financial report. It was decided that both formats have beneficial aspects, and they will continue considering both reports.

Ross/McMillian moved to approve the consent docket with amendments to the financial report. The votes are as follows: McMillian, yes; Ross, yes; Cornwell, yes; Upson, 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 \$1,500 grant from Oklahoma Humanities for a Let's Talk About It, Oklahoma series

Oklahoma Humanities will provide \$1,500 for a five-book community reading series in the spring. The books in the program include contemporary Native authors. Emily States, the Adult Services Supervisor, will manage the series.

Cornwell/Ross moved to approve acceptance of \$1500 grant from Oklahoma Humanities for a Let's Talk About It, Oklahoma series. The votes are as follows: McMillian, yes; Ross, yes; Cornwell, yes; Upson, yes. Motion approved.

- b) Continue discussion and consideration of revised Patron Confidentiality Policy
The board discussed different avenues for keeping patron records confidential and how Sirsi, the integrated library system, handles patron confidentiality. Andrea Kane, Tech Services supervisor, will inquire about contemporary libraries' records policies. The Legal department will review the City's record retention policy. This topic will be revisited at a future meeting.

- c) Update on fire suppression system replacement
The construction crew started work today in the north building. DeLano and maintenance lead Heath Lindley met with the crew. Lindley will be checking in with them periodically. Friends of the Library will be sorting books in the genealogy room during phase one of the project. Stillwater Literacy Council will meet virtually until phase one is complete. Staff members have moved out of the north building and are rehoused in the archives room in the south building. People who regularly use meeting rooms have been contacted and placed into Room 138, if capacity allows, or referred to the Community Center. The Community Center will be used for some library programming and events, including AARP tax preparation and the spring book sale.

- d) Update on migration of Board agenda packets to CivicRec

City Council and other boards receive meeting packets through an online system. An agenda with attached reports is created on the CivicRec portal. Once it is prepared, a link to the packet will be emailed to board members. If a board member prefers, meeting documents can still be sent in the current manner. The January meeting will be prepared using CivicRec.

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
 - i. Note on meeting location of upcoming Board meeting
Readathon planning is progressing well, and readers have been selected. The event will take place on February 14 at Stonecloud. The library has received a grant from Amazon for \$5,000 in goods. Items selected for purchase include books for the Big Read event and activity kits for adults with dementia.
- b) Miscellaneous items from the Library Board
Ross reported that she attended and enjoyed the silent book club and hopes it will continue. Ross said she was impressed with the librarians at long-range planning meetings and appreciated their collaboration with one another on the project. DeLano said the facilitator will provide a draft of the long-range plan in January, staff will review it, and it will be presented to the Library Board in March. The final draft will be submitted to the Oklahoma Department of Libraries before June 30.
- c) Discussion about scheduling items for upcoming meetings
 - i. Consider holding a Special meeting in January for discussion of budget
DeLano offered to hold a special meeting in January to explain the budget for the next fiscal year and provide details about the funding streams the library uses. The meeting will take place on January 14 at noon.

- 6. ADJOURN** Cornwell/Ross moved to adjourn. The votes are as follows: McMillian, yes; Ross, yes; Cornwell, yes; Upson, yes. Motion approved. The meeting adjourned at 1:01 p.m.

Prepared by: Naomi Brown, Recording Secretary

Approved by: 
Chair, Stillwater Public Library Board