



Minutes

SPECIAL MEETING

STILLWATER PUBLIC LIBRARY BOARD

STILLWATER PUBLIC LIBRARY

ROOM 138

1107 SOUTH DUCK, STILLWATER, OK, 74074

JANUARY 14, 2025, 12 P.M.

library.stillwater.org

Board members present:

**Mike Woods, Martha McMillian, Donna Sinnes,
Kathryn Ross, Robin Cornwell, Matt Upson, Sharon
Edwards**

Staff present:

**Stacy DeLano, Naomi Brown, Andrea Kane, Paula
Long, 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: December 17, 2024, Regular Meeting

Sinnes arrived at 12:02 p.m.

**Edwards/McMillian 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) Presentation on Library revenues and expenditures (No action will be taken)
DeLano's presentation provided information about the library's funding sources, expenditures, revenue generated by the library, gaps in library funding, and major budget concerns.
- b) Discuss FY 25-26 Personnel Budget (No action will be taken)
DeLano provided a document that detailed library personnel positions and pay rate information. DeLano submitted a request to the city manager's office for three part-time shelver positions to transition into three part-time library aide positions. Funding needed to transition the position would be available through discontinuing the library's OCLC subscription. A request for approval from the Library Board will be considered at a future meeting.
- c) Discuss FY 25-26 Operating Budget (No action will be taken)
The operation budget parameters have not yet been provided to city departments. DeLano's preliminary figure for the operating budget for the library is around \$215,000. The library's integrated library system is its largest general budget expense followed by material collections, software, and supplies.

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 welcomed board members to attend the Meet Your Legislators event on Thursday, January 16, and reminded them that complying with the Open Meetings Act requires that Library Board topics not be discussed at the gathering.
- b) Miscellaneous items from the Library Board
 - 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.**

Prepared by: Naomi Brown, Recording Secretary

Approved by: 
Chair, Stillwater Public Library Trust Board