



## AGENDA

**SPECIAL MEETING** - STILLWATER PUBLIC LIBRARY TRUST BOARD  
STILLWATER PUBLIC LIBRARY, SOUTH BUILDING, ROOM 138  
1107 SOUTH DUCK, STILLWATER, OK. 74074

**MARCH 24, 2025**

**2:00 P.M.**

[stillwaterok.gov/Library](http://stillwaterok.gov/Library)

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1. CALL MEETING TO ORDER

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 Trust 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. Approval of minutes: March 10, 2025, Special Meeting

3. GENERAL ORDERS

***The Trust 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. Discuss, consider, and possible action to move forward with retaining outside legal counsel for the purpose of independent legal advice to the Trust regarding the Trust Agreement and legal compliance of Trust investments, and possible action to allocate Trust funds for legal services.
- b. Update on Vanguard accounts including discussion and possible consideration of making changes to the account investments

4. 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 Trust business that may require discussion or action (including a vote or series of votes) are listed below.***

- a. Miscellaneous items from the Library Director
- b. Miscellaneous items from the Trust Board
  - i) Discussion about scheduling items for upcoming meetings

5. QUESTIONS & INQUIRIES

6. ADJOURN

***The City of Stillwater encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, please notify the Library Director at least 48 hours prior to the meeting by calling 405.372.3633 ext 8101.***

***On \_\_\_\_\_, a true and correct copy of this agenda was posted on the kiosk outside City Hall, 723 S. Lewis Street.***



Minutes

**SPECIAL MEETING** - STILLWATER PUBLIC LIBRARY TRUST BOARD  
STILLWATER PUBLIC LIBRARY, SOUTH BUILDING, ROOM 138  
1107 SOUTH DUCK, STILLWATER, OK. 74074

**MARCH 10, 2025**

**2:00 P.M.**

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**Board members present:** Cynthia Francisco, Holly Hartman, Sandeep Nabar, Sherryl Nelson

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

1. CALL MEETING TO ORDER **The meeting was called to order at 2 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 Trust 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. Approval of minutes: March 5, 2025, Special Meeting

**Hartman/Nabar moved to approve the consent docket. The votes are as follows: Nabar, yes; Francisco, yes; Hartman, yes; Nelson, yes. Motion approved.**

3. GENERAL ORDERS

***The Trust 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. Discuss, consider, and possible action to move forward with retaining outside legal counsel for the purpose of independent legal advice to the Trust regarding the

Trust Agreement and legal compliance of Trust investments, and possible action to allocate Trust funds for legal services.

**DeLano shared information regarding possible attorneys and firms for the Board to consider. Recommendations from Oklahoma library foundations and local attorneys were included. Board members listed questions they would like to ask the firms by email to narrow down the selection. The Board will consider the information returned by attorneys and make a selection at the next meeting.**

**Nabar/Nelson moved to direct Library Director Stacy DeLano or Trust Board members to send questions to attorneys and move forward with consulting with Ellis & Ellis, Non-profit Solutions, Connor & Winters, and Culture Connections Law for the purpose of independent legal advice to the Trust regarding the Trust agreement and legal compliance of Trust investments. The votes are as follows: Nabar, yes; Francisco, yes; Hartman, yes; Nelson, yes. Motion approved.**

**Nelson/Hartman moved to allocate \$10,000 in trust funds for legal services. The votes are as follows: Nabar, yes; Francisco, yes; Hartman, yes; Nelson, yes. Motion approved.**

- b. Discuss, consider, and possible action to suspend or redirect Trust donations until the Trust has engaged and received independent legal advice regarding the Trust Agreement and legal compliance of Trust investments.

**DeLano said the Friends of the Library are willing to accept up to \$15,000 in donations on behalf of the trust in the 2025 calendar year. The library would redirect donors seeking to donate to the Trust to the Friends of the Library instead.**

**Hartman/Nabar moved to accept the offer from the Friends of the Library to accept donations on behalf of the Library Trust up to the amount of \$15,000 for the 2025 calendar year. The votes are as follows: Nabar, yes; Francisco, yes; Hartman, yes; Nelson, yes. Motion approved.**

#### 4. 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 Trust 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 fire suppression system project is on hold due to a design issue. Work has stopped and will potentially resume the week of March 24. The team hopes to complete the north building portion of the project in the third or fourth week of April. The Summer Reading Program will not take place at the library and plans are in place to hold events in other locations nearby.**
- b. Miscellaneous items from the Trust Board

**Nabar reminded board members that the Library Board will hold an employee appreciation event for library staff in the next few months. Trust Board members will receive an email with more details soon.**

- i) Discussion about scheduling items for upcoming meetings  
**Board members would like to schedule a special meeting on March 24 at 2 p.m.**

5. **QUESTIONS & INQUIRIES**

6. **ADJOURN**

**Nabar/Nelson moved to adjourned. The votes are as follows: Nabar, yes; Francisco, yes; Hartman, yes; Nelson, yes. Motion approved. The meeting adjourned at 3:17 p.m.**

**Prepared by: Naomi Brown, Recording Secretary**

**Approved by: \_\_\_\_\_  
Chair, Stillwater Public Library Trust Board**