Minutes
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
ROOM 138
1107 SOUTH DUCK, STILLWATER, OK, 74074
FEBRUARY 25, 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 and visitors present:	**Stacy DeLano, Naomi Brown, Ashlyn Garis, Andrea Kane, Paula Long, Chris Peters**

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1. **CALL MEETING TO ORDER at 12 pm**

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: Jan. 14, 2025, Special Meeting
   b) Stillwater Public Library Dec. 2024 and Jan. 2025 Financial Reports
   c) Stillwater Public Library Dec. 2024 and Jan. 2025 Activity Report

   Woods/Sinnes moved to approve the consent docket. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved.

McMillian asked about the different budget totals in the packet documents regarding the operating budget. DeLano explained that $215,000 is the budget for the current 24-25 fiscal year. For fiscal year 25-26, the library was allocated up to $208,550. From that amount, DeLano has requested $205,000 for the operating budget.

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 library director's request to change the three positions of Shelver to Library Aide

Edwards arrived at 12:06 p.m.

Cornwell asked if anything had changed since the last meeting. DeLano said the library received city approval for the position change. Upson asked if DeLano was confident that transitioning from WorldCat to using different catalog records would be successful. DeLano said she is confident because records can be purchased from the vendors that sell the books. The library has hired a highly skilled cataloger who can improve the records as needed and performed the same work at another library that made the same transition. Savings from this transition made it possible to change the three shelver positions to library aide positions, which will alleviate staffing gaps in the Circulation Department. A request to approve the new library aide position description will take place in a future meeting.

Cornwell/Sinnes moved to approve the library director's request to change the three shelver positions to Library Aide. 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 FY 25-26 Personnel Budget

Sinnes/Cornwell moved to approve the FY 25-26 Personnel Budget. 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 FY 25-26 General Operating Budget
The budget reduction to $205,000 from $215,000 reflects the funds moving to the personnel budget to pay for the new positions that would have been used to renew OCLC. As such, the overall library budget is not less this year. As some storefronts in Stillwater close, certain services demands are increasing at the library, including copying services; therefore, the Contract Services account budget has increased. DeLano also increased the janitorial budget this year as it was lowered too much last year. The reduction in software maintenance reflects the discontinuation of the OCLC subscription. The book budget was increased for purchasing catalog records. The telecommunications account is lower because the federal discount for internet service through eRate will be greater this year. Since the State discount on internet services is less certain, some funds are reserved in this account to cover internet services.

Woods/Cornwell moved to approve the FY 25-26 Personnel Budget. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

d) Consider acceptance of State Aid grant from the Oklahoma Department of Libraries in the amount of $18,517
State Aid funds are provided when a library meets the state requirements for a professional library. Half of the grant funds will be used for subscriptions and services, and the other half for replacement items and items that will propel public services forward.

Edwards/Sinnes moved to accept the State Aid grant from the Oklahoma Department of Libraries in the amount of 18,517. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

e) Consider acceptance of digitization grant from the Oklahoma Historical Society in the amount of $13,733.09
This grant will allow the library to purchase digitization equipment. Staff will digitize the Stillwater Fire Department's archival material. The library must match 10% of the grant, which it will do with donations.

Sinnes/Cornwell moved to accept the digitization grant from the Oklahoma Historical Society in the amount of $13,733.09. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

f) Consider acceptance of OLA Conference grant from the Oklahoma Department of Libraries in the amount of $1784.12

Funds from this grant pay for registration and lodging for two staff members to attend the Oklahoma Library Association Conference. They will attend classes and network with other library professionals.

McMillian/Sinnes moved to accept the OLA conference grant from the Oklahoma Department of Libraries in the amount of $1,784.12. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

g) Consider approval of Library director's request to apply for eRate discount for internet service and for hotspot devices and service
DeLano is requesting approval from the board to apply for the annual discount since the discount exceeds $10,000.

Sinnes/Woods moved to approve the Library Director's request to apply for an eRate discount for internet service and for hotspot devices and service. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

h) Consider approval of Library Director's request to close for up to two weeks for set-up of temporary library
The fire suppression project has two phases, first working in the north building, then in the south building. After completing work in the north building, the library will need to be closed for a time to set up a temporary library in the north building. Then, construction will begin in the south building. The library may be closed for up to two weeks, but the goal is to finish the process in a week. While the library is closed, there will be curbside delivery and reference service by phone. Wi-Fi will be accessible in the parking lot and laptop access may be made available through area partners.

Sinnes/Cornwell moved to approve the Library Director's request to close the library for up to two weeks to set up a temporary library. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

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
Tax assistance at the Community Center has worked well. The Let's Talk About It series begins tonight with four more books to follow. The Readathon event was

very successful with $1532 in donations received. DeLano thanked all who volunteered and attended. The Spring Friends of the Library Book Sale will be May 1-4 at the Community Center. The Community Center has been an excellent partner for holding events while the library is under construction.

b) Miscellaneous items from the Library Board

Woods thanked DeLano for speaking at the Stillwater Noon Lions Club recently. Cornwell proposed eliminating the 11:30 early lunch for Board meetings while meeting in the south building due to limited space.

i. Discussion about scheduling items for upcoming meetings

ii. Report from Staff Appreciation Committee

The Staff Appreciation Committee would like to set a date for a staff appreciation event at the next regular meeting and bring a sign-up sheet. Garis recommended setting it as a business item rather than a report.

6. ADJOURN

Cornwell/McMillain 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 1:02 p.m.

Prepared by: Naomi Brown, Recording Secretary

Approved by: ______________________________

Chair, Stillwater Public Library Board