



Minutes
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
ROOM 202
1107 SOUTH DUCK, STILLWATER, OK, 74074
MAY 27, 2025, 12:00 P.M.
library.stillwater.org

Board members present: Mike Woods, Martha McMillian, Donna Sinnes, Kathryn Ross, Robin Cornwell, Matt Upson, Sharon Edwards

Guest present Chris Peters

Staff present: Stacy DeLano, Naomi Brown, Ashlyn Garis, Sara Rebelo

1. CALL MEETING TO ORDER The meeting was called to order at 12 p.m.

2. EXECUTIVE SESSION

Request for confidential communication regarding the employment, appointment, promotion, demotion, disciplining or resignation of Library Director Stacy DeLano pursuant to 25 O.S. § 307 (B)(1) of the Oklahoma Open Meeting Act.

a) Vote to convene executive session

Cornwell/Sinnes moved to convene an executive session. The votes are as follows: Woods, yes; McMillian, yes; Sinnes, yes; Ross, yes; Cornwell, yes; Upson, yes. Motion approved. Edwards arrived at 12:02 p.m.

b) Discuss employment, appointment, promotion, demotion, disciplining or resignation of Library Director Stacy DeLano

Rebelo left at 12:47 p.m.

c) Vote to convene regular meeting
Sinnes/Cornwell moved to convene a regular session. The votes are as follows: Woods, yes; McMillian, yes; Sinnes, yes; Ross, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

d) Possible action (including vote or series of votes) regarding employment, appointment, promotion, demotion, discipline or resignation of Library Director Stacy DeLano
No action

3. 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: March 25, 2025, Regular Meeting
b) Stillwater Public Library March and April 2025 Financial Report
c) Stillwater Public Library March and April 2025 Activity Reports
Woods/Sinnes moved to approve the consent docket. The votes are as follows: Woods, yes; McMillian, yes; Sinnes, yes; Ross, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

4. PUBLIC COMMENT ON AGENDA ITEMS

*Stillwater City Code, Section 2-53(a) & (b) and Article IV, Section 10 of the Bylaws of the Stillwater Public Library Board, 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.*

5. GENERAL ORDERS

The Library Board will hear a staff presentation, discuss, and take action including a vote or series of votes on each item listed as presented or as amended or revised by the Board under General Orders unless the agenda entry specifically states that no action will be taken. The requested action is indicated in each agenda entry but may be amended or revised prior to action by the Board.

a) Consider acceptance of \$30,000 grant from the Oklahoma Department of Libraries and Institute for Museum and Library Services for the Oklahoma Virtual Library Lucky Day pilot program
The purpose of this grant is to test a pilot program. Titles purchased with the funds cannot be placed on hold and will be available on a first-come, first-served basis.

Patrons will be able to see something they want and check it out immediately rather than place items on hold. Andrea Kane, Technical Services supervisor, will purchase collection titles throughout the summer and then gather user feedback to measure the program's successes. The titles must be one-time purchases rather than titles that expire and need to be repurchased, or time-limited titles. Upson asked about selecting titles in Section 3, part A of the contract. DeLano said it will be Kane's purview to select titles. Cornwell asked what LSTA is. DeLano explained it is the Library Services and Technology Act. McMillian asked about Part 6, Section C, Performance Suspension. Circumstances listed for possible suspension included breach of duty, such as poor selection of titles. DeLano explained that this is the first time she has seen the act of God section in Oklahoma Department of Library contracts that includes loss of funding and is likely due to uncertainty of federal funding.

Edwards/Sinnes moved to accept a \$30,000 grant from Oklahoma Department of Libraries and Institute for Museum and Library Services for the Oklahoma Virtual Library Lucky Day pilot program. The votes are as follows: Woods, yes; McMillian, yes; Sinnes, yes; Ross, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

- b) Report and possible discussion from the nominating committee on 2025-2026 officers
The nominating committee recommended electing Matt Upson as Chair and Kathryn Ross as Vice Chair. They recommended reappointing Naomi Brown as Secretary.
- c) Election of 2025-2026 Chair
Woods/Sinnes moved to elect Matt Upson as 2025-2026 Chair. The votes are as follows: Woods, yes; McMillian, yes; Sinnes, yes; Ross, yes; Cornwell, yes; Upson, abstain; Edwards, yes. Motion approved.
- d) Election of 2025-2026 Vice Chair
Woods/Sinnes moved to elect Kathryn Ross as 2025-2026 Vice Chair. The votes are as follows: Woods, yes; McMillian, yes; Sinnes, yes; Ross, abstain; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.
- e) Consider reappointment of Naomi Brown as Secretary
McMillian/Sinnes moved to reappoint Naomi Brown as Secretary. The votes are as follows: Woods, yes; McMillian, yes; Sinnes, yes; Ross, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

6. 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

The library was moved with only a small delay due to changes required by the construction company on their next-to-last inspection. Those items were corrected, the pre-inspection passed, and the temporary library was able to open on May 22. The staff worked hard to accomplish the move. The shelving donated by Edmon Low has worked exceptionally well and is accommodating around 20,000 books on two floors. Arrangements are working well on all three floors. Safety measures including fire drills, tornado drills, and elevator safety have been executed. Edwards came and tested library services before opening to assist in identifying any operating problems. By mid-June construction must be materially complete. The library will not be closing to execute the move back to the south building. Staff materials will be moved first and then the books will be returned to the main library slowly. Summer reading will kick off on May 31. Most summer reading programs will be held at the Community Center. Plans are progressing well for the September reading event, with most contracts completed.

b) Miscellaneous items from the Library Board

i. Discussion about scheduling items for upcoming meetings

The Board requested to have an update on the Library Trust and Open Meeting training for upcoming meetings.

ii. Report from Staff Appreciation Committee

Cornwell said in March the board discussed having a staff appreciation event. Cornwell intended to bring it up at the April meeting, but the board did not meet. In March, DeLano mentioned that library staff would enjoy ice cream. The Staff Appreciation Committee decided to bring ice cream and toppings for library staff on May 15.

7. ADJOURN

Edwards/Cornwell moved to adjourn. The votes are as follows: Woods, yes; McMillian, yes; Sinnes, yes; Ross, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved. The meeting adjourned at 1:14 p.m.

Prepared by: Naomi Brown, Recording Secretary

**Approved by: 
Chair, Stillwater Public Library Board**