



Minutes  
**REGULAR MEETING**  
STILLWATER PUBLIC LIBRARY BOARD  
STILLWATER PUBLIC LIBRARY  
**ROOM 138**  
1107 SOUTH DUCK, STILLWATER, OK, 74074  
MARCH 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

**Guest present:** Chris Peters

**Staff present:** Stacy DeLano, Naomi Brown, 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: Feb. 25, 2025, Regular Meeting
- b) Stillwater Public Library Feb. 2025 Financial Report
- c) Stillwater Public Library Feb. 2025 Activity Reports

**Edwards/Woods 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) Consider approval of 2025-28 Long Range Plan vision and mission statements, values, goals, objectives, and measurements for submittal to the Oklahoma Department of Libraries

**The Long Range Plan consists of five major areas. Each area has goals, objectives, and measures of success. Library departments will have an action plan under each objective. DeLano and library staff met with a facilitator from Meridian Technology to form this document. Ross and Upson attended creation sessions to contribute a non-staff perspective. Board members are included in a proposal to participate in fundraising and advocacy efforts. Board members requested that this objective be changed to reflect 100% Board member participation. Once the Library Board approves the Long Range Plan, the goals and measures of success will be submitted to the Oklahoma Department of Libraries. DeLano invited board members to submit suggestions for action items by email. Upson suggested further defining measures of success for goal 1.2 as to when an underserved group has been *reached*.**

**Woods/Sinnes moved to approve the 2025-28 Long Range Plan vision and mission statements, values, goals, objectives, and measurements for submittal to the Oklahoma Department of Libraries contingent on requested changes. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.**

- b) Appoint nominating committee for May election of Library Board officers  
**McMillian, Sinnes, and Edwards were appointed to serve on the nominating committee. Nominees will be considered and voted for at the May meeting.**

#### **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 and Emily States, Adult Services Supervisor, created a resource website immediately after the Stillwater Fires. DeLano, States, and Elizabeth Murray, Children's Services Supervisor, attended donation pick-up events for the affected community. For patrons who lost library materials in the fire, the library circulation policy allows for waiving damage fees during a natural disaster.**

The library fire suppression system project was on hold pending design approval. It is now on hold due to the need for a procedural adjustment to payroll processing by the construction company. Once the team returns to work, a week-by-week update will be provided on the project timeline.

The Finance Director and the City Attorney have informed the Library Trust Board about irregularities in the trust document. The City Attorney has recommended hiring legal counsel to amend the document and to determine whether the organization should operate as a public trust or as another entity. The Trust Board selected Jeri Holmes from Nonprofit Solutions to help with the project.

IMLS was included in an executive order to reduce activities and funding to a statutorily required level. The library receives grants and funding from this organization. From what DeLano has learned the state block grants appear to be safe until September 30 but parties are still unsure what will happen when the LTSA ends and needs to be renewed. This could greatly affect funding for the Oklahoma Virtual Library consortium, interlibrary loan services, and databases. Loss of LTSA funds would result in significantly longer wait times and limit purchases to only the most in-demand items. DeLano will provide details as she learns more.

- b) Miscellaneous items from the Library Board
  - i. Discussion about scheduling items for upcoming meetings  
**Staff from the HR department will attend the next meeting to begin the process for the Director's annual review.**
  - ii. Report from Staff Appreciation Committee and discussion about upcoming staff appreciation luncheon  
**Cornwell will delay setting up a date and providing a sign-up sheet until it is known when the library will move to the north building.**

## 6. ADJOURN

Cornwell/Edwards move 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 12:50 p.m.

Prepared by: Naomi Brown, Recording Secretary

Approved by:   
Chair, Stillwater Public Library Board