



Minutes  
**REGULAR MEETING**  
STILLWATER PUBLIC LIBRARY BOARD  
STILLWATER PUBLIC LIBRARY  
**ROOM 202**  
1107 SOUTH DUCK, STILLWATER, OK, 74074  
JUNE 24, 2025, 12:00 P.M.  
library.stillwater.org

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**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. 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

**Sinnes/Cornwell moved to convene an executive session. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.**

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

- c) Vote to convene regular meeting  
**Cornwell/Sinnes moved to convene a regular meeting. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, 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  
**Woods/Sinnes moved to raise DeLano's salary by three percent, effective July 1. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.**

### 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: May 27, 2025, Regular Meeting
- b) Stillwater Public Library May 2025 Financial Report
- c) Stillwater Public Library May 2025 Activity Reports  
**Cornwell asked about the total in the HVAC account. DeLano explained that a purchase order for a replacement HVAC unit was carried forward at the beginning of the fiscal year. Near the end of the fiscal year, DeLano revised remaining operating funds and transferred them to the HVAC account to purchase another replacement heat pump unit. This amount will be carried forward to FY 25-26. Cornwell asked what happens to unspent funds at the end of a fiscal year. DeLano explained that the remaining funds are returned to the city budget.**

**Sinnes/Woods moved to approve the consent docket with corrections to the minutes. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, 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 \$9,840.00 discount from the federal eRate program for the purchase of monthly internet service from Chickasaw

**The federal government offers this annual discount to help offset the cost of internet service. The current service agreement the library has with Chickasaw can be extended each year for four years if both parties agree. The Supreme Court decision on funding eRate discounts for internet service is expected to be announced in late June. DeLano and the library's supervisors chose not to renew wireless hotspots with eRate funds. However, due to the wildfires in Stillwater, the need to purchase hotspots did arise. Funds from the Friends of the Library were used to make hotspot purchases.**

**Sinnes/Edwards moved to accept a \$9,840.00 discount from the federal eRate program for the purchase of monthly internet service from Chickasaw. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.**

- b) Consider acceptance of the revised Library Aide job description

**This job description combines the shelver and aide position descriptions with a few notable changes. The section describing physical and mental requirements has been updated to reflect the physical requirements and tasks likely to be asked of an aide. Upson asked if the revised library aide position is two jobs combined, making more work for employees. DeLano explained that it is a merging and distribution of the two jobs' duties over a greater number of employees. McMillian asked about ADA requirements. DeLano said the description accurately reflects the physical requirements of the position.**

**Cornwell/Edwards moved to accept the revised Library Aide job description. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.**

- c) Update on legal work regarding Stillwater Public Library Trust

**In January, the Finance Director told the Trust Board that there was an issue with the trust document. The Trust Board hired an attorney to research the situation and suggest strategies for curing possible defects to the Trust charter. DeLano was notified in the last week that a plan to move forward has been prepared. Limited Trust donations are being accepted until the issue is resolved.**

- d) Update on fire suppression system replacement

**The fire suppression project has been completed. The system has been inspected, and all is in good order. The move back to the south building will take place on July**

**4. Fourteen staff members will help with the move, and the south building will open to the public on July 5.**

**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 summer reading program has been very successful, with approximately 1,200 participants enrolled so far. The Community Center has been an excellent location for summer programs. The library recently participated in Juneteenth celebrations. The library is promoting a Crowns Tea event in July. While tea is served, a facilitator will lead participants in a discussion about unifying the Stillwater community and sharing cultures. This program will take place at the library. Stillwater Reads planning is progressing well. The community picnic will take place at Block 34. The Friends of the Library cookbook sale raised about \$800.**

b) Miscellaneous items from the Library Board

**Woods said since DeLano spoke as a guest in their February meeting, the Lions club formed a book club and completed their first book, *Boys in the Boat*.**

i. Discussion about scheduling items for upcoming meetings

**Board members would like to discuss a community advocacy working group during the September meeting.**

**7. ADJOURN**

**Woods/Sinnes 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 1:26 p.m.**

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

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