



Minutes  
**REGULAR MEETING**  
STILLWATER PUBLIC LIBRARY BOARD  
STILLWATER PUBLIC LIBRARY  
**ROOM 214**  
1107 SOUTH DUCK, STILLWATER, OK, 74074  
AUGUST 26, 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

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

**1. CALL MEETING TO ORDER** The meeting was called to order at 12:00 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: June 24, 2025, Regular Meeting
- b) Stillwater Public Library June and July 2025 Financial Report
- c) Stillwater Public Library June and July 2025 Activity Reports

**McMillian asked if DeLano expects to receive less federal funding this year. DeLano said that eRate funding remains available as the eRate program was not found to be unconstitutional. IMLS funding is also available through the end of the fiscal year. Monthly statistics reflect the library's limited collection available during the fire suppression system project and the use of offsite programming. The balance in the building repair account is lower than typically seen two months into the fiscal**

year due to several smaller repair projects. If needed, funds from other accounts will be moved. Sinnes asked about funding sources for unexpected large expenses beyond the library budget. DeLano said funding mechanisms are available, including the option to ask the city for assistance. McMillian asked if the library's budget is lower than in the past. DeLano said it is not lower. Services with OCLC were cancelled, and the funds saved from that were transferred into the personnel budget.

Cornwell/Sinnes moved to approve the consent docket with corrections to the June and July Activity Reports. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved.

### 3. 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.*

### 4. 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) Presentation by Ashlyn Garis from the City Attorney's Office on Oklahoma Open Meetings Act

**Garis' presentation included a PowerPoint presentation and discussion explaining the purpose of the act, what must be done to comply, and its importance to public bodies.**

- b) Consider FY 24-25 Stillwater Public Library Trust Report

**This report details Trust activities over the past year and is submitted for approval to the Trust Board, Library Board, City Council, and Friends of the Library. Woods asked if the library adheres to a spending policy for investment funds. DeLano said a spending policy is in place based on a formula that is calculated annually.**

**However, DeLano has not been requesting funds for the purpose of increasing the Trust corpus.**

Ross/Sinnes moved to approve the FY 24-25 Stillwater Public Library Trust Report. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved.

- c) Update on Stillwater Public Library Trust  
**The attorney for the Trust has created a plan, submitted it to the City of Stillwater, and is now awaiting a response. If an answer is returned in time, the attorney could attend the September Trust Board meeting to answer questions from the board. DeLano will meet with a potential Trust Board nominee on August 28. She may request a vote at the September Library Board meeting to fill the vacant position.**

## 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
- i. Stillwater Reads  
**Registration is open for book discussions and programs. The author's visit will be on September 4.**
  - ii. Summer Reading Program 2025  
**Summer reading was a success. Attendance was down due to construction and programs being held outside the library. However, the teen program had a much higher attendance this year, and collaborating with the teens made for an excellent experience.**
  - iii. Updates on facility  
**The fire suppression project was completed, and the library was moved back to the south building on July 4. A leak was located on the 3<sup>rd</sup> floor, which has been remediated and repaired. The library's maintenance lead restored the drywall and painted it, and the area is open for use again. With state aid funds, two major purchases were made. First, a yearlong subscription to digital magazines was purchased through Overdrive. Over 100 titles were checked out on the first day magazines were available. Second, starting September 2, a subscription through Newsbank will provide digital access to The Oklahoman and Tulsa World newspapers. The database can be accessed through the library website.**
- b) Miscellaneous items from the Library Board
- i. Discussion about scheduling items for upcoming meetings

## 6. ADJOURN

**Sinnes/Cornwell moved to adjourn. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved. The meeting adjourned at 1:02 p.m.**

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

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