



Minutes  
**REGULAR MEETING**  
STILLWATER PUBLIC LIBRARY BOARD  
STILLWATER PUBLIC LIBRARY  
**ROOM 313**  
1107 SOUTH DUCK, STILLWATER, OK, 74074  
SEPTEMBER 23, 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

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

**1. CALL MEETING TO ORDER 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: August 26, 2025, Regular Meeting
- b) Stillwater Public Library August 2025 Financial Report
- c) Stillwater Public Library August 2025 Activity Reports
- d) Five-Year Trend Report

**Edwards inquired about the Five-Year Trend Report, specifically mentioning the discrepancies between the Maintenance of Effort and the actual funds provided. DeLano clarified that the total is determined by a formula that includes more than just the city funds. The absence of state aid for fiscal years 20-21 and 21-22 was also**

addressed. DeLano noted that the library did not receive State Aid during the time she was pursuing her MLIS degree.

Woods moved to approve the consent docket. Motion withdrawn.

Cornwell/Sinnes moved to approve the consent docket with the stipulation of verifying the total active borrowers and out-of-county figures on the activity report and notifying the board members of any corrections. 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

*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) Consider library staff request to apply for the Oklahoma Historical Society's Oklahoma Heritage Preservation Grant Program for up to \$25,000 to continue the Stillwater Fire Department Collection project  
**This grant will be used to post a large amount of digitized material to the Oklahoma Historical Society's hosting site or create a hosting mechanism. Materials that are digitized will continue the Stillwater Fire Department Collection project. This is a matching grant. The ten percent match required will be requested from the Friends of the Library.**

**Sinnes/McMillian move to approve applying for the Oklahoma Historical Society's Oklahoma Heritage Preservation Grant Program for up to \$25,000 to continue the Stillwater Fire Department Collection project. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.**

- b) Consider revision to Personal Conduct Policy  
**The primary changes to the policy include not limiting the number of bags a person can bring into the library. However, the bags a person brings in may not interfere with other patrons' access to shelving, equipment, or walkways. Another addition**

is clarification that babies and toddlers are not held to the same standard as others regarding shoes and sleeping. The final change reinstates the ability to temporarily ban a patron for violation of the personal conduct policy. Ross asked what enforcement of this policy looks like. DeLano explained that Adult Services reinforces the policy by speaking with patrons about compliance and providing a copy of the policy. Sinnes noted that the word 'customers' appears alongside 'patrons' in the policy. Stacy will change the wording to 'patrons.'

Cornwell/Edwards moved to approve the personal conduct policy with changes to the wording from customers to patrons. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

- c) Nominate and elect Trust Board appointee  
The Library Board is responsible for appointing a member to the vacant Trust Board seat. Jeff Simpson, who works at OSU Global, has been recommended. DeLano and Trust Board Chair Cynthia Francisco met with him, and he expressed enthusiasm for serving and supporting fundraising efforts.

Upson/Woods moved to nominate Jeff Simpson as a Trust Board appointee. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

Woods/Sinnes moved to elect Jeff Simpson to the Trust Board. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

- d) Update on Stillwater Public Library Trust  
DeLano recently met with the legal team for the Trust about the next steps to take. Holmes will attend a special Trust Board meeting on October 8, where she will outline the plan and ask the Trust Board to vote on reinstating fundraising. It will likely take at least a year to transition to the nonprofit format she envisions. McMillian asked what was wrong with the Trust. DeLano said the trust instrument created in the eighties had defects that did not comport with a public trust. The steps being taken now will address these issues.
- e) Nominate and appoint Board members to Community Advocacy Committee  
The Long Range Plan includes a goal to increase library board member engagement outside of Library Board meetings. A Community Advocacy Committee would focus on increasing board engagement, including attending activities and events, and promoting the library's value to the community. This Ad hoc committee includes Upson, Edwards, and Cornwell. Upson will draft a charge to bring to the October meeting.

**Woods/Edwards moved to table this item until the October meeting. 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

**The Stillwater Reads finale and picnic will take place on Sunday, September 28, at 1 p.m. All are welcome to attend and should bring a picnic lunch to Block 34. Oklahoma Swing will play from 2-4 p.m. The City's new liaison to the library is Christy Cluck, the Finance Director and an Assistant City Manager. She has been invited to attend the October meeting.**

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; Edwards, yes. Motion approved. The meeting adjourned at 12:51 p.m.**

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

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