



Minutes
STILLWATER PUBLIC LIBRARY TRUST BOARD
STILLWATER PUBLIC LIBRARY, SOUTH BUILDING, ROOM 313
1107 SOUTH DUCK, STILLWATER, OK. 74074
NOVEMBER 12, 2025
4:00 P.M.
stillwaterok.gov/Library

Board members present: Cynthia Francisco, Holly Hartman, Sandeep Nabar,
Jeff Simpson

Guests present: Jeri Holmes

Staff present: Stacy DeLano, Naomi Brown, Ashlyn Garis

1. CALL MEETING TO ORDER

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 Trust 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. Approval of minutes: October 8, 2025, Special Meeting

Hartman/Nabar moved to approve the consent docket. The votes are as follows: Nabar, yes; Hartman, yes; Francisco, yes; Simpson, abstain. Motion approved.

3. GENERAL ORDERS

The Trust 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 Articles of Incorporation for the creation of Stillwater Public Library Foundation, a 501(C)(3) supporting organization
Nabar/Hartman moved to approve the Articles of Incorporation for the creation of Stillwater Public Library Foundation, a 501(C)(3) supporting organization. The votes are as follows: Nabar, yes; Hartman, yes; Francisco, yes; Simpson, yes. Motion approved.

- b. Consider Bylaws for the creation of Stillwater Public Library Foundation, a 501(C)(3) supporting organization
Trust Board members, DeLano, and Holmes discussed the bylaws and considered edits that could be made to the documents. Board members will send any concerns or requests for changes to DeLano, who will consolidate and send them to Holmes. An updated draft will be prepared and considered at an upcoming special meeting.

Holmes left at 5:05 p.m.

- c. Consider Conflict of Interest Policy for the creation of Stillwater Public Library Foundation, a 501(C)(3) supporting organization
No action.

- d. Consider Board Agreement for the creation of Stillwater Public Library Foundation, a 501(C)(3) supporting organization
No action.

- e. Consider F1023, Application for Recognition of Exemption Under Section 501(C)(3) of the Internal Revenue Code for Stillwater Public Library Foundation
No action.

- f. Consider creation of a Service Agreement between the Stillwater Public Library Foundation and City of Stillwater
Hartman/Nabar moved to authorize Library Director Stacy DeLano to work with City of Stillwater staff to draft a service agreement between Stillwater Public Library Foundation and the City of Stillwater. The votes are as follows: Nabar, yes; Hartman, yes; Francisco, yes; Simpson, yes. Motion approved.

- g. Consider updated engagement agreement with Nonprofit Solutions Law and the allocation of Trust funds for legal services
Nabar/Simpson moved to approve and authorize Library Director Stacy Delano to sign an engagement agreement with Nonprofit Solutions Law. The votes are as follows: Nabar, yes; Hartman, yes; Francisco, yes; Simpson, yes. Motion approved

Simpson/Hartman moved to authorize a withdrawal of \$10,000 from the Vanguard Money Market account for the purpose of paying a retainer to Nonprofit Solutions. The votes are as follows: Nabar, yes; Hartman, yes; Francisco, yes; Simpson, yes. Motion approved

- h. Status Report: Expenditures from Stillwater Public Library Trust Projects (no action)
None
 - i. Status Report: Donations made to the Stillwater Public Library Trust (no action)
DeLano reported two donations totaling \$33.01.
 - j. Update on Exchange Bank CD including discussion and possible consideration of making changes to the investment
DeLano reported that the total in the Exchange Bank CD remains \$79,896.68. Interest disbursements for this account are released quarterly.
 - k. Update on Vanguard accounts including discussion and possible consideration of making changes to the account investments
DeLano reported \$952,865.76 in the Vanguard accounts as of November 6:
 - o VFIAX (1) **\$39,747.85**
 - o VFIAX (2) **\$545,056.91**
 - o VBIAX (List) **\$144,284.14**
 - o VMFXX (money market) **\$91,310.50**
 - o VBTIX (Bond) **\$132,466.35**
 - l. Update on Claim on Cash including discussion and possible consideration to making changes to the claim on cash funds
The total in claim on cash is \$5,965.20.
 - m. Status Report: Mabel King Fund balance (no action)
The 2026 total in the Mabel King Fund is \$54,122.36. This account Fund will remain with the City when the transition to the Foundation takes place. DeLano will confirm with the City Attorney.
4. 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 Trust 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 Winter Reading Program will take place from November 17 to December 31. "Meet Your Legislators" is scheduled for January 29, 6 to 8 p.m. The annual readathon will be hosted at Finnegan's on February 13.

b. Miscellaneous items from the Trust Board

i) Discussion about scheduling items for upcoming meetings

A special Trust Board meeting will be scheduled December 3.

5. QUESTIONS & INQUIRIES

6. ADJOURN

Nabar/Hartman moved to adjourn. The votes are as follows: Nabar, yes; Hartman, yes; Francisco, yes; Simpson, yes. Motion approved. The meeting adjourned at 5:28 p.m.

Prepared by: Naomi Brown, Recording Secretary

Approved by: 
Chair, Stillwater Public Library Trust Board