



Minutes

**REGULAR MEETING**

STILLWATER PUBLIC LIBRARY BOARD

STILLWATER PUBLIC LIBRARY

**ROOM 313**

1107 SOUTH DUCK, STILLWATER, OK, 74074

OCTOBER 28, 2025, 12:00 P.M.

[library.stillwater.org](http://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:**

**Emily States, Elizabeth Murray, Andrea Kane, Naomi  
Brown, Ashlyn Garis, Christy Cluck**

**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 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: Sept. 23, 2025, Regular Meeting
- b) Stillwater Public Library Sept. 2025 Financial Report
- c) Stillwater Public Library Sept. 2025 Activity Reports

**McMillian asked who Holmes is, as mentioned in the minutes. Jeri Holmes is legal counsel for the Library Trust.**

**Woods/Sinnes 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**

*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 revised and merged Volunteer and Court Appointed Volunteer Policy  
**This policy consolidates and streamlines the two policies. The board discussed the onboarding of volunteers and who oversees the process. McMillian said she would prefer the policies to be separated into two documents and to make the language more welcoming for potential volunteers. McMillian will discuss her wording suggestions with DeLano.**

**McMillian/Woods moved to table discussion of the Volunteer and Court Appointed Volunteer Policy until the November 18 meeting. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, no; Upson, no; Edwards, no. Motion approved.**

- b) Consider Space Agreement with Stillwater Literacy Council  
**The Stillwater Literacy Council board chair has signed the yearly standard agreement for the use of room 102.**

**Cornwell/Sinnes moved to approve the 2026 Space Agreement with Stillwater Literacy Council. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.**

- c) Consider 2026 Library Board Meeting Schedule  
**Edwards/Sinnes moved to approve the 2026 Library Board Meeting Schedule. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.**
- d) Report on Long Range Plan Year One Activities

Library staff discussed the Long Range Plan for 2025-2028. Staff will create action steps each year to achieve the measures of success for each goal. The goals discussed include creating a marketing team and developing a marketing plan that spans multiple library departments, engaging with the local maker community to form partnerships, and exploring creative options for food or coffee trucks to enhance the library's appeal as a community destination. Cornwell asked about the ECC, and Murray clarified that it stands for the Early Childhood Coalition. This group's current initiative aims to support better brain development in children aged 0-5 by teaching the community effective strategies for interacting with this age group. McMillian inquired about what a makerspace is. Murray explained that it is a collaborative workspace where community members can access tools and technology to create projects and learn new skills.

e) Update on Stillwater Public Library Trust

At the October meeting of the Library Trust Board, Jeri Holmes with Non-Profit Solutions Law presented a plan to transition the Trust to a 501(c)(3) supporting organization. This transition offers several advantages, including the ability for the Trust to employ broader investment strategies and to directly accept donations through donor-advised funds. Some drawbacks include the need to pay for legal and accounting services, as well as liability insurance for board members. After discussing the proposal, the board voted to move forward with Holmes' plan. Additionally, they decided to resume fundraising activities, which will include preparing annual donor letters and hosting the Readathon in February.

f) Report from Community Advocacy Committee

Upson reported that he, Edwards, and Cornwell met and created a document outlining the goals of the committee that they will share at the November Library Board meeting. The main goals of the committee include identifying ways to increase awareness among board members about community activities, finding opportunities to contribute to those events, communicating the value of the library, and ensuring that any support provided by the committee is beneficial to library staff. More information will be discussed at the November 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 Library Staff

States said that Lexicon was successful with 1,227 attendees. Murray said the library is preparing for the Winter Reading Program, which will run from Thanksgiving through December. One of the popular activities during Winter Reading is searching for a stuffed animal that will be hidden among the library

shelves. Once it is found, the child can pick a prize and then hide the stuffed animal for the next person to find.

b) Miscellaneous items from the Library Board

Sinnes asked if the library has dementia-friendly activities. States explained that once a month, the library holds a program at Life Center with dementia-friendly activities. The library's Take It-Make It Kits include memory minder kits for adults. Additionally, Brenna Gilchrist, Adult Services librarian, is attending a local aging advocates group monthly to build closer connections with the community.

i. Discussion about scheduling items for upcoming meetings

6. **ADJOURN**

Sinnes/Edwards 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 12:58 p.m.

Prepared by: Naomi Brown, Recording Secretary

Approved by:   
Chair, Stillwater Public Library Board