



MINUTES
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
ROOM 313
1107 SOUTH DUCK, STILLWATER, OK, 74074
JANUARY 27, 2026, 12:00 P.M.
library.stillwater.org

Board members present: Mike Woods, Martha McMillian, Kathryn Ross, Robin Cornwell, Sharon Edwards

Staff present: Stacy DeLano, Naomi Brown, Ashlyn Garis, Christy Cluck

1. **CALL MEETING TO ORDER** The meeting was called to order at 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: Nov. 18, 2025, Regular Meeting
- b) Stillwater Public Library Nov. & Dec. 2025 Financial Report
- c) Stillwater Public Library Nov. & Dec. 2025 Activity Reports

McMillian asked about e-periodicals in the Activity Reports. DeLano explained that this refers to e-magazines available on Libby and digital newspapers accessible on the database News Bank. Cornwell asked about the total in the overtime account on the November Financial Report. DeLano explained that overtime was accrued when some staff members worked on July 4 to help move the library back to the south building after the completion of the fire suppression system project. A budget revision will be

necessary to allocate more funds to the account. Cornwell asked about donations in the Financial Report. DeLano explained that donations in the revenue account reflect donations received during the current fiscal year. Donations recorded in the expenditure account include those received during the current fiscal year, as well as any remaining donations from the previous fiscal year that have been carried forward. DeLano updated board members on the Activity Report, explaining that staff will edit the format to show three years of data for all data points. It will take some time to update the report and will be available at a future meeting.

Woods/McMillian moved to approve the consent docket. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Cornwell, 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) Consideration, discussion, and possible action to accept the Oklahoma Department of Libraries' State Aid for \$20,117
State Aid Funds are provided when a library meets the state requirements for a professional library. Staff members have begun compiling a list of purchases needed. Half of the grant funds will be used for subscriptions and services, and the other half for non-infrastructure one-time purchases that will propel public services forward.

Edwards/Cornwell moved to accept the Oklahoma Department of Libraries' State Aid for \$20,117. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Cornwell, yes; Edwards, yes. Motion approved.

- b) Consideration, discussion, and possible action to accept the Oklahoma Department of Libraries' eMedia grant for \$100,000 for the purchase of downloadable material for Oklahoma Virtual Library

Edwards/Cornwell moved to accept the Oklahoma Department of Libraries' eMedia grant for \$100,000 for the purchase of downloadable material for the

Oklahoma Virtual Library. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Cornwell, yes; Edwards, yes. Motion approved.

- c) Consideration, discussion, and possible action to accept the Oklahoma Humanities Let's Talk About It grant for \$350
This will be a smaller program than previous years due to federal funding cuts for the humanities. The program will be a one-book series that complements the Americans and the Holocaust exhibit, which will be displayed at the Tulsa City-County Library in April. The featured book is the graphic novel "Maus." The grant funds will cover a scholar honorarium and supplies.

Cornwell/Woods moved to accept the Oklahoma Humanities Let's Talk About It grant for \$350. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Cornwell, yes; Edwards, yes. Motion approved.

- d) Consideration, discussion, and possible action to authorize library staff to apply for federal eRate and Oklahoma Universal Fund discounts for FY26-27 internet services
This is an annual request to apply for eRate discounts. An extension contract has been received between Chickasaw Telecommunications Services and Stillwater Public Library for FY26-27.

Cornwell/Edwards moved to authorize library staff to apply for federal eRate and Oklahoma Universal Fund discounts for FY26-27 internet services. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Cornwell, yes; Edwards, yes. Motion approved.

- e) Consideration, discussion, and possible action to approve the revised Volunteer Policy
McMillian/Woods moved to approve the revised Volunteer Policy. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Cornwell, yes; Edwards, yes. Motion approved.

- f) Consideration, discussion, and possible action to approve the revised Court Appointed Volunteer Policy
McMillian/Cornwell moved to approve the revised Court Appointed Volunteer Policy. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Cornwell, yes; Edwards, yes. Motion approved.

- g) Report from Community Advocacy Committee (No action will be taken on this item.)
The purpose of the Library Board Interests Inventory 2026 Survey is to provide library staff with a list of the strengths, interests, and abilities of the board members. If no changes or adjustments are needed, a link to the survey will be sent to the Board.

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

Meet Your Legislators will take place on Thursday, January 29, from 6 to 8 p.m. The Readathon will take place on Friday, February 13, at Finnegan's from 7 to 9 p.m. The upcoming series of four AI programs, in conjunction with OSU, will take place once a month, starting in February. Preparations are ongoing for the upcoming Health Literacy Program for babies and children. Most events will take place at Block 34. DeLano will accept an award on behalf of the library for best partner from the OSU Museum of Art at their upcoming Gala on February 7. Jordan Stine, teen librarian, and Catherine Mintmire, children's librarian, will attend for the frequent work they do in partnership with the museum.

i. Upcoming Board term expirations

Mike Woods' term will end in May. Board members can encourage interested individuals to complete the online form. Alternatively, DeLano could send the form to Library Board members via email. The City Council appoints this position.

b) Miscellaneous items from the Library Board

McMillian asked about the expiration of IMLS funding. DeLano explained that it needs to be reapproved periodically. The Oklahoma Library Association works to raise awareness about the significance of libraries and their need for funding support.

i. Discussion about scheduling items for upcoming meetings

1. Consider scheduling Budget meeting

DeLano will email potential dates for scheduling a special budget meeting.

6. **ADJOURN Cornwell/McMillian moved to adjourn. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Cornwell, yes; Edwards, yes. Motion approved. The meeting adjourned at 1:01 p.m.**

Prepared by: Naomi Brown, Recording Secretary

Approved by: 
Chair, Stillwater Public Library Board