



Minutes  
**REGULAR MEETING**  
STILLWATER PUBLIC LIBRARY BOARD  
STILLWATER PUBLIC LIBRARY  
**ROOM 313**  
1107 SOUTH DUCK, STILLWATER, OK, 74074  
NOVEMBER 18, 2025, 12:00 P.M.  
library.stillwater.org

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**Board members present:** 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** 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: Oct.28, 2025, Regular Meeting
- b) Stillwater Public Library Oct. 2025 Financial Report
- c) Stillwater Public Library Oct. 2025 Activity Reports

**McMillian requested changes to the wording in the Minutes comments under the volunteer policies section. Delano created a trendline for recent changes in statistics. Most categories that were lower due to the fire suppression project are trending back up, apart from eBooks which have plateaued nationwide as audiobooks rise in popularity. Board members asked why page two of the activities report doesn't have two years of data like the rest of the report. DeLano will report back on this after the beginning of the year.**

Sinnes/Ross moved to approve the consent docket as amended in the minutes. The votes are as follows: 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 Oklahoma Department of Libraries Health Literacy grant award  
**The library applied for and received an Oklahoma Department of Libraries Health Literacy grant in the amount of \$5,000. The amount awarded is less than they have offered in the past due to more libraries participating this year. Activities this year include health and fitness activities themed after classic books for both younger and older children. The classes will largely take place at Block 34 and will run from January through May 2026.**

**Edwards/McMillian moved to accept the Oklahoma Department of Libraries Health Literacy grant award. The votes are as follows: McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.**

- b) Consider revised and merged Volunteer and Court Appointed Volunteer Policy  
**DeLano will separate the policies into two distinct documents. The language in the Court Appointed Volunteer Policy is serious and more direct than the Volunteer policy. The language has been updated to sound less promotional than in previous versions and closer to a statute or ordinance. DeLano will also cross-reference the policies for additional clarity. The updated documents will be presented in the next regular meeting.**
- c) Consider revised Meeting Room Policy  
**This policy has been revised to include a discussion about intellectual freedoms and their implications when using meeting rooms. It has also been updated to clarify what the library does and does not permit when using meeting rooms. The application form has been separated from the policy itself. The board discussed**

the reasons the library might cancel a meeting, the use of free meeting rooms, the reservation of rooms for life events, security concerns during events, and the considerations surrounding the use of meeting rooms in relation to freedom of speech.

Cornwell/Sinnes moved to approve the revised Meeting Rooms Policy. The votes are as follows: McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

- d) Report on Community Advocacy Committee  
Upson, Cornwell, and Edwards met to discuss how board members could support the library. Board members discussed that creating an inventory of board members' strengths, interests, and availability would be a more flexible option than a structured committee. This inventory would facilitate a better match between the skills and interests of board members and the types of assistance needed by the library staff. Upson will prepare a draft of the Interest Inventory to be included in the packet for the next regular meeting. Additionally, flyers for upcoming events will be sent out with the board meeting packets in formats that can be easily shared or distributed.

#### 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  
The library has formed a partnership with the Early Childhood Coalition. All staff members have received introductory training on integrating the Better Brain Program with interactions with children and their parents in the library. The Winter Reading Program has started, and many patrons have signed up. This year's "Meet Your Legislators" program is scheduled for Thursday, January 29, from 6 to 8 p.m. Reagan Thomas, the IT Manager, and Heath Lindley, the Maintenance Manager, collaborated on a cooling tower repair project. This saved \$6,000 in library funds.
- b) Miscellaneous items from the Library Board  
Ross asked how the library uses AI and if there is a way for the library to educate the public further about AI. The library and OSU have partnered to provide a series of classes about AI in February. DeLano explained that reference services at the library will not include the use of AI. Some staff use AI for image generation and brainstorming. Cornwell said that the League of Women Voters is hosting a panel discussion on AI on November 18 at 6 p.m. Ross asked if the library is aware of the local podcast, "Still Connect." DeLano will be a guest on the podcast in November.

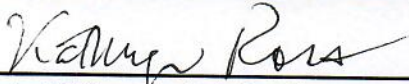
**Ross said the OSU Botanic Garden will have a children's literature trail, which could be an outreach opportunity for the library.**

- i. Discussion about scheduling items for upcoming meetings  
**Upson will send library staff a draft of the Interest inventory documents to include in the December meeting packet.**

**6. ADJOURN**

**Edwards/Cornwell moved to adjourn. The votes are as follows: McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved. The meeting adjourned at 1:03 p.m.**

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

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