



MINUTES  
STILLWATER PUBLIC LIBRARY TRUST BOARD  
STILLWATER PUBLIC LIBRARY, SOUTH BUILDING, ROOM 313  
1107 SOUTH DUCK, STILLWATER, OK. 74074  
**DECEMBER 3, 2025**  
4:00 P.M.  
[stillwaterok.gov/Library](http://stillwaterok.gov/Library)

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

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

1. CALL MEETING TO ORDER The meeting was called to order at 4 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 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: November 12, 2025, Special Meeting  
**Hartman/Nabar moved to approve the consent docket. The votes are as follows: Nabar, yes; Hartman, yes; Francisco, yes; Simpson, yes. 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. Consideration, discussion, and possible action to approve Bylaws for Stillwater Public Library Foundation, a 501(C)(3) supporting organization

**Trust Board members and DeLano discussed the bylaws and considered edits that could be made to the document. DeLano and Francisco will meet with Jeri Holmes on December 10 to discuss the changes needed.**

- b. Consideration, discussion, and possible action to approve Conflict of Interest Policy for Stillwater Public Library Foundation, a 501(C)(3) supporting organization.  
**No action.**
- c. Consideration, discussion, and possible action to approve Board Agreement for Stillwater Public Library Foundation, a 501(C)(3) supporting organization  
**No action.**
- d. Consideration, discussion, and possible action to approve F1023, Application for Recognition of Exemption Under Section 501(C)(3) of the Internal Revenue Code for Stillwater Public Library Foundation  
**No action.**
- e. Nominate and elect Secretary  
**No action. The current Library Trust Bylaws specify that a President, Vice President, and Secretary are to be elected annually in July. Additionally, the bylaws state that the Director will serve as both an ex officio member and the Secretary. DeLano will discuss how to proceed with Holmes.**
- f. Nominate and elect Treasurer  
**No action. The current Library Trust Bylaws do not include the election of a Treasurer. DeLano will discuss how to proceed with Holmes.**
- g. Status Report: Expenditures from Stillwater Public Library Trust Projects (no action)  
**DeLano reported one expenditure since the last meeting totaling \$6,475 for a retainer with Nonprofit Solutions.**
- h. Status Report: Donations made to the Stillwater Public Library Trust (no action)  
**DeLano reported six donations totaling \$4,633.01 since the last meeting.**
- i. Update on Vanguard accounts including discussion and possible consideration of making changes to the account investments  
**DeLano received notice from Vanguard that the transition from a legacy account to a brokerage account will take place between December 1 and 15.**
- j. Update on Claim on Cash including discussion and possible consideration to making changes to the claim on cash fund.  
**No update as the document with account totals was excluded from the meeting packet.**

4. REPORTS FROM OFFICERS & BOARDS

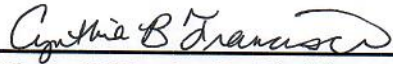
***Announcements and remarks about matters of general interest may be made by the Board Members or Director at this time. Items of Trust business that may require discussion or action (including a vote or series of votes) are listed below.***

- a. Miscellaneous items from the Library Director
- b. Miscellaneous items from the Trust Board
  - i) Discussion about scheduling items for upcoming meetings  
**If a special meeting is required before the regular meeting in January, the potential date will be December 17.**

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 5:13 p.m.

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

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