



Minutes
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
ROOM 313
1107 SOUTH DUCK, STILLWATER, OK, 74074
MARCH 24, 2026, 12:00 P.M.
library.stillwater.org

Board members present: Mike Woods, Donna Sinnes, Kathryn Ross, Robin Cornwell, Matt Upson, Sharon Edwards

Staff present: Stacy DeLano, Naomi Brown, Ashlyn Garis, Sara Rebelo, 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: Feb. 24, 2026, Regular Meeting
- b) Stillwater Public Library Feb. 2026 Financial Report
- c) Stillwater Public Library Feb. 2026 Activity Reports

Woods/Sinnes moved to approve the consent docket. The votes are as follows: Woods, 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) Consideration, discussion, and possible action to approve the Library's proposed Fiscal Year 2026-27 budget

DeLano and Upson recently met with the City Management Team about the proposed budget. One item they discussed was what the library would request if more funds became available. DeLano requested a second budget review for staff. DeLano plans to propose increasing printing fees for black-and-white copies by five cents. The additional fee should increase revenue by around \$4,500.

Sinnes/Ross moved to approve the library's proposed Fiscal Year 2026-27 budget as presented in the March meeting. The votes are as follows: Woods, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

- b) Review and possible discussion of the annual review process for the Library Director. (No action will be taken on this item.)

Sara Rebelo, Human Resources Generalist, outlined the evaluation process, which will include feedback from the Library Board, a self-assessment from DeLano, and feedback from a staff survey. Rebelo and Library Board members will discuss the information gathered in an executive session and collect any additional data points needed. DeLano's review, with the Library Board and Rebelo, will then take place in executive session at one of the next regular meetings. Rebelo left at 12:19 p.m.

- c) Biannual update on 2025-28 Long Range Plan (No action will be taken on this item.)
DeLano shared a document representing the first six months of work on the Long Range Plan. Adjusting how data is organized and saved, holding monthly meetings to update progress, and setting initial goals and objectives have helped staff integrate the Long Range Plan into their daily work schedule.

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

DeLano met with a Stillwater Kiwanis group today. Tulsa City-County Library will host the Americans and the Holocaust exhibit beginning in April. The library will hold three programs to support the exhibit. The Health Literacy programming continues through May and has been well attended with programs primarily taking place at Block 34. Library staff have nearly concluded summer reading planning and submitted contracts for performers. This year's theme is archaeology and dinosaurs. The library will partner with the Early Childhood Coalition of Stillwater on an initiative to support kindergarten readiness across the community. The spring book sale will take place from April 16 through April 19. Efforts to transition from a Library Trust to a 501(c)3 are progressing well. Once a new entity is established, it will be filed with the IRS for tax-exempt status, which can take up to a year. After that, the Trust can be dissolved.

b) Miscellaneous items from the Library Board

Upson thanked Woods and Sinnes for their willingness to serve on the nominating committee. Suggestions for chair and vice chair nominations will be discussed at the May meeting. A prospective board member has been identified, and DeLano will meet with them soon to answer any questions and gauge their interest in applying. Woods' term will end on May 9, and he is willing to serve until a replacement is named. Upson requested an update on the possibility of receiving state aid based on the city's budget cuts for the upcoming fiscal year. DeLano said that more data needs to be collected before that can be determined. Cornwell suggested planning a staff appreciation ice cream party.

i. Discussion about scheduling items for upcoming meetings

- 6. ADJOURN Edwards/Cornwell moved to adjourn. The votes are as follows: Woods, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved. The meeting adjourned at 12:56 p.m.**

Prepared by: Naomi Brown, Recording Secretary

Approved by: 
Chair, Stillwater Public Library Board