Minutes

REGULAR MEETING

STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
ROOM 313
1107 SOUTH DUCK, STILLWATER, OK, 74074
FEBRUARY 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, Christy Cluck, Paula Long**

1. **CALL MEETING TO ORDER The meeting was called to order at 12:01 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: Jan. 27, 2026, Regular Meeting
   b) Stillwater Public Library Jan. 2026 Financial Report
   c) Stillwater Public Library Jan. 2026 Activity Reports

   Woods/Ross moved to approve the consent docket. The votes are as follows: Woods, yes; Sinnes, yes; Ross, 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) Presentation on Library revenues and expenditures (No action will be taken)
DeLano's presentation provided information about the Library's funding sources, expenditures, revenue generated by the library, gaps in library funding, and major budget concerns. Additionally, Christy Cluck, Assistant City Manager and Finance Director, explained that most city departments have received budget reductions. The total reduction for the library is $22,000.

Edwards arrived at 12:27 p.m.

b) Consideration, discussion, and possible action on Library's 2026-27 budget
DeLano outlined the most significant changes in the operating budget due to the budget reduction. As a result of these reductions, the library may lose eligibility for a State Aid grant, which would lead to losses of approximately $20,000 starting in fiscal year 27-28. Edwards asked what could be done to help with this problem. DeLano said helping to advocate for donations to the Library Trust is the best way to assist.

c) Consideration, discussion, and possible action to accept the Oklahoma Historical Society's Oklahoma Heritage Preservation Grant for $15,376.24
The purpose of this grant is to preserve and describe 29,000 files of the Stillwater News Press photo collection. Next year, the library hopes to begin digitizing the items and posting them on Past Perfect, the online archive catalog.

Cornwell/Sinnes moved to accept the Oklahoma Historical Society's Oklahoma Heritage Preservation Grant for $15,376.24. The votes are as follows: Woods, yes; Sinnes, yes; Ross, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

d) Consideration, discussion, and possible action to approve the Severe Weather Policy
This policy provides updated guidance for closures due to severe weather. Cluck suggested some changes to the draft. The board discussed changing the following: Under Closing for Severe Weather, the sections Weekdays, and After-hours and Weekends will be removed. A bullet point will be added stating that the library may follow the same procedures as City Hall departments.

Edwards/Sinnes moved to approve the Severe Weather policy as amended during the meeting. Chair Upson requested that the motion be clarified with the specific details of the amendment to the policy including the following amendments: removing Weekends and After-Hours bullet points under Closing for Severe Weather and adding a bullet point stating that the library may follow the same closing procedures as City Hall. The votes are as follows: Sinnes, no; Ross, yes; Cornwell, no; Upson, no; Edwards, no. Motion failed.

Sinnes/Ross moved to table this policy until the March 24 meeting. The votes are as follows: Sinnes, yes; Ross, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

Woods left at 1:40 p.m.

e) Appoint nominating committee for May 2026-April 2027 officers
Sinnes volunteered to be on the nominating committee. Upson will ask Woods if he would like to be on the committee and will notify DeLano.

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 accepted the inaugural Community Partner award from the OSU Museum of Art. DeLano invited Catherine and Jordan, who primarily work with the museum, to attend the gala. While at the gala, the library received a beautiful watercolor of the library building, which is hanging outside the business office. The library had a First Amendment auditor in the library. The supervisor on duty did an excellent job interacting with the auditor. The first of four AI classes was well-received, with over 25 in attendance. Registration will begin soon for the upcoming Let's Talk About It, Oklahoma program. The Readathon was a success with many attendees and $3000 raised for the Trust.

i. Recruitment of Library Board applicants
DeLano reminded the board to invite potential board members to fill out the online application form.

b) Miscellaneous items from the Library Board
Ross encouraged board members to listen to DeLano's recent interview on the podcast, Still Connect.

i. Discussion about scheduling items for upcoming meetings

ADJOURN Sinnes/Cornwell moved to adjourn. The votes are as follows: Sinnes, yes; Ross, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved. The meeting was adjourned at 2:12 p.m.

Prepared by: Naomi Brown, Recording Secretary

Approved by: _____

Chair, Stillwater Public Library Board