Minutes

REGULAR MEETING

STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
ROOM 313
1107 SOUTH DUCK, STILLWATER, OK, 74074
APRIL 28, 2026, 12:00 P.M.
library.stillwater.org

Board members present:	**Mike Woods, Martha McMillian, Donna Sinnes, Kathryn Ross, Robin Cornwell, Matt Upson**
Staff present:	**Stacy DeLano, Naomi Brown, Ashlyn Garis, Christy Cluck**
Guests:	**Chris Peters**

1. **CALL MEETING TO ORDER The meeting was called to order at 12:02 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: March 24, 2026, Regular Meeting
   b) Stillwater Public Library March 2026 Financial Report
   c) Stillwater Public Library March 2026 Activity Reports

   Cornwell asked about the percentage of funds remaining in the state aid grant account. DeLano explained that the remaining funds will be used for subscriptions renewing near the end of the fiscal year, and on products and services intended to improve the patron printing process which is still being investigated.

Woods/Sinnes moved to approve the consent docket. The votes are as follows: Woods, yes; 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) Consideration, discussion, and possible action to approve July 6 as the city-observed holiday for Independence Day
   When a holiday falls on Saturday, the library typically closes on Friday. This year, due to Boomer Blast being on Friday, July 3, and staff working at the event, the city manager has moved the paid holiday to Monday, July 6.

   Sinnes/Ross moved to approve July 6, 2026, as the city-observed holiday for Independence Day. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

   b) Consideration and discussion of options for children obtaining library cards (no action will be taken on the item)
   DeLano and board members reviewed policies and requirements related to children obtaining library cards at several regional and national peer libraries. The Board discussed the current policies and requirements at the Stillwater Public Library, as well as potential options to make library cards more accessible to children, celebrate a child's first library card, improve school readiness, and address fine forgiveness. These topics will be researched further and discussed at a future meeting.

   c) Consideration, discussion, and possible action to approve 100-year time capsule to be buried on library grounds for America 250 celebration
   The time capsule will be purchased with grant funds from the Oklahoma Department of Libraries and buried on the library grounds. It will hold books by American authors selected by patrons as works they believe should remain

accessible to the public in 100 years, along with documents stating why these books are important.

McMillian/Sinnes moved to approve a 100-year time capsule to be buried on library grounds for the America 250 celebration. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, no; Upson, yes; Edwards, yes. Motion approved.

d) Consideration, discussion, and possible action to accept the Oklahoma Department of Libraries America 250 grant for $2,500, pending review by the City Attorney's Office
The funds from this grant will be used for several programs, outreach events, a trivia night, a book club, and a time capsule project. The library will partner with area Daughters of the American Revolution chapters for several of these events.

Sinnes/Cornwell moved to accept the Oklahoma Department of Libraries America 250 grant for $2,500, pending review by the City Attorney's Office. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

e) Consideration, discussion, and possible action to accept the Oklahoma Department of Libraries Lucky Day grant for $30,000, pending review by the City Attorney's Office
Lucky day titles appear on the Oklahoma Virtual Library catalog only if they are checked in and available for checkout. It is not possible to place a hold on these titles. This program was analyzed, and it was discovered that while it is challenging to find materials that meet the purchasing requirements, audiobooks that can be purchased outright are permissible, and help reduce patron wait times.

Cornwell/Ross moved to accept the Oklahoma Department of Libraries Lucky Day grant for $30,000, pending review by the City Attorney's Office. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes; Edwards, yes. Motion approved.

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 potential Library Board nominee who plans to submit an application. The Americans and the Holocaust series was successful and well attended. Image Net toured the library facilities to develop a plan for updating meeting room technology. Library staff also held the first technology planning

meeting as part of the Long Range Plan process to further assess and update the library's technology needs. In addition, library staff, the Early Childhood Coalition, and representatives from Stillwater schools met to explore the creation of a program called Play K to assist parents and children with kindergarten readiness. McMillian left at 1:08 p.m.

b) Miscellaneous items from the Library Board
Woods said he enjoyed being on the Library Board and thanked DeLano, the Library, the City of Stillwater, and the Library Board, noting that it had been a wonderful six years of service.

   i. Discussion about scheduling items for upcoming meetings
   ii. Report from Staff Appreciation Committee and discussion about upcoming staff appreciation activity
   Cornwell reviewed last year's ice cream party, which was in May. Ross volunteered to chair this year's committee. Upson and Sinnes volunteered to assist.

6. **ADJOURN Woods/Sinnes moved to adjourn. The votes are as follows: Woods, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved. The meeting adjourned at 1:14 p.m.**

Prepared by: Naomi Brown, Recording Secretary

Approved by: Kathryn Ross
Chair, Stillwater Public Library Board