Minutes

REGULAR MEETING

STILLWATER PUBLIC LIBRARY BOARD

STILLWATER PUBLIC LIBRARY

ROOM 313

1107 SOUTH DUCK, STILLWATER, OK, 74074

May 26, 2026, 12:00 P.M.

library.stillwater.org

Board members present:	**Martha McMillian, Donna Sinnes, Kathryn Ross, Robin Cornwell, Matt Upson**
Staff present:	**Stacy DeLano, Naomi Brown, Ashlyn Garis, Christy Cluck, Sara Rebelo**

1. **CALL MEETING TO ORDER The meeting was called to order at 12:00 p.m.**

2. **EXECUTIVE SESSION**
   Request for confidential communication regarding the employment, appointment, promotion, demotion, disciplining or resignation of Library Director Stacy DeLano pursuant to 25 O.S. § 307 (B)(1) of the Oklahoma Open Meeting Act.

   a) Vote to convene executive session
   Sinnes/Ross moved to convene an executive session. The votes are as follows: McMillian, yes; Sinnes, yes; Ross, yes; Cornwell, yes; Upson, yes. Motion approved.

   Rebelo left at 12:29 p.m.

   b) Discuss employment, appointment, promotion, demotion, disciplining or resignation of Library Director Stacy DeLano
   c) Vote to convene regular meeting
   Sinnes/Ross moved to convene a regular meeting. The votes are as follows: McMillian, yes; Sinnes, yes; Ross, yes; Cornwell, yes; Upson, yes. Motion approved.

d) Possible action (including vote or series of votes) regarding employment, appointment, promotion, demotion, discipline or resignation of Library Director Stacy DeLano
No action.

3. **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: April 28, 2026, Regular Meeting
b) Stillwater Public Library April 2026 Financial Report
c) Stillwater Public Library April 2026 Activity Reports

DeLano explained that a district-wide decline in elementary school enrollment may influence some of the Children's Services statistics.

Cornwell/Sinnes moved to approve the consent docket. The votes are as follows: McMillian, yes; Sinnes, yes; Ross, yes; Cornwell, yes; Upson, yes. Motion approved.

4. **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.*

5. **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 library fee schedule
The Board discussed several items related to the fee schedule, including research fees, overdue materials, and lost-item charges. DeLano explained that the fee schedule consolidates information from multiple library policies. Proposed changes include increasing the interlibrary loan fee to $3.00, raising the cost of black-and-white copies to $0.15 per page, and establishing a $2.00 fee for notary services.

Cornwell/McMillian moved to approve the library fee schedule. The votes are as follows: McMillian, yes; Sinnes, yes; Ross, yes; Cornwell, yes; Upson, yes. Motion approved.

b) Consideration, discussion, and possible action to accept $9,840.00 discount from the federal E-rate program for internet service from Chickasaw Telecommunications
Cornwell/Sinnes moved to accept a $9,840.00 discount from the federal E-rate program for internet service from Chickasaw Telecommunications. The votes are as follows: McMillian, yes; Sinnes, yes; Ross, yes; Cornwell, yes; Upson, yes. Motion approved.

c) Report and possible discussion from the nominating committee on 2026-2027 officers
Sinnes reported that the committee would like to nominate Kathryn Ross for Board Chair, Donna Sinnes for Vice Chair, and Naomi Brown for reappointment as Secretary.

d) Election of 2026-2027 Chair
Sinnes/Ross moved to elect Kathryn Ross as Chair. The votes are as follows: McMillian, yes; Sinnes, yes; Ross, yes; Cornwell, yes; Upson, yes. Motion approved.

e) Election of 2026-2027 Vice Chair
McMillian/Sinnes moved to elect Donna Sinnes as Vice Chair. The votes are as follows: McMillian, yes; Sinnes, yes; Ross, yes; Cornwell, yes; Upson, yes. Motion approved.

f) Consideration, discussion, and possible action to reappoint Naomi Brown as Secretary
Sinnes/McMillian moved to reappoint Naomi Brown as Secretary. The votes are as follows: McMillian, yes; Sinnes, yes; Ross, yes; Cornwell, yes; Upson, yes. Motion approved.

6. 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 Summer Reading Program will begin on May 30 with a kickoff foam party. Weekly programming will include children's programs on Tuesdays, teen programs on Wednesdays, field trips on Thursdays, and family movie screenings on Fridays. The City Manager's Office will conduct a second round of salary reviews for library staff during FY 2026-2027. Trust Board member Sheryl Nelson's term is ending, and the Library Board will need to nominate and appoint a replacement. A new Library

Board member will be considered for appointment by the City Council in June. If appointed, the new member's first Library Board meeting will be in August.

b) Miscellaneous items from the Library Board
   i. Discussion about scheduling items for upcoming meetings
      Board members would like to know more about issues in the library related to homelessness, substance abuse, and mental health. This item will be discussed in a future Library Board meeting.

   ii. Report from Staff Appreciation Committee and discussion about upcoming staff appreciation activity
      Ross said the Staff Appreciation Committee would like to have an ice cream party in July. DeLano will send the committee potential dates.

7. **ADJOURN Upson/Sinnes moved to adjourn. The votes are as follows: McMillian, yes; Sinnes, yes; Ross, yes; Cornwell, yes; Upson, yes. Motion approved. The meeting adjourned at 1:05.**

Prepared by: Naomi Brown, Recording Secretary

Approved by: Kathy Ross
Chair, Stillwater Public Library Board