Minutes

SPECIAL MEETING

STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
NORTH BUILDING CONFERENCE ROOM
1107 SOUTH DUCK, ROOM 313
STILLWATER, OK. 74074
DECEMBER 13, 2022, 12:00 NOON
library.stillwater.org

Board members present: **Mike Woods, Martha McMillian, Kathryn Ross, Donna Sinnes, Robin Cornwell, Matt Upson**

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

1. **CALL MEETING TO ORDER Woods called the meeting to order at 12:07 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: November 15, 2022, Regular Meeting
   b) Stillwater Public Library November 2022 Financial Reports
   c) Stillwater Public Library November 2022 Activity Reports

   McMillian asked about the Meeting Room Coordinator position. DeLano explained this position remained unfilled for most of the pandemic. Now that meeting room activity is increasing, the position will be filled. The position description was revised a few years ago to include assistance as a reference clerk in addition to meeting room coordination.

Upson gave an update on The Dolly Parton Imagination Library program. The goal is to sign up 1500 readers. There are currently over 1,100 applicants. Through library outreach and local partnerships, 300 children that may have less access to reading materials were signed up. During general enrollment, the limit for applicants was reached in 72 hours. The United Way then provided funding for 300 additional signups.

McMillian asked about the difference between children's story time and children's programs. DeLano explained that story time is a very specific type of program that consists of a librarian reading a story to a small group. General programs are related to other activities. The children's program statistics are lower recently because the Children's Librarian had been on maternity leave.

DeLano mentioned that in the Activity report, the category *tours* has been removed from the calculations and *Outreach visits* has been added.

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

3. PUBLIC COMMENT ON AGENDA ITEMS

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.
no comments

4. GENERAL ORDERS

The Library 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) Consider drafted bylaws from the Bylaws Committee meeting
Woods asked what the next steps should be for the Bylaws draft. Carnley said she would give comments from the Legal Department, the board will make comments, and changes can be made to the draft. The updated draft can then be placed as a topic on a future meeting agenda for discussion and further changes. The bylaws must be presented to City Council and passed with a four-fifths affirmative vote. Carnley also mentioned that the Charter document is the enabling legislation, and if there is any conflict between the charter and bylaws, then the charter will govern.

The following items from the Bylaws draft were discussed:

- **Article III, Section 3-The words *misconduct or neglect of duty* need to be removed so that the sentence matches the language in the charter. DeLano suggested that the draft bylaws instead state that the board can make a recommendation of removal to the City Council. DeLano suggested that if a portion of the bylaws is based on charters or statutes, the wording should align exactly with the charters and statutes.**
- **Article IV, Section 1-The Library Board does not have an attendance policy. Absences could become problematic if they prevent the board from conducting business or affect the operation and administration of the library. Communication about absences is important to see if a quorum can be reached.**
- **Article IV, Section 7- It is not necessary to state that board meetings will be in person as it is a requirement with Oklahoma's Open Meetings law. There is a provision for video/teleconferencing at a board meeting but the requirements make it very unlikely to be used.**
- **Article IV, Section 7, Comment [5]-Having a quorum of four still applies if there are multiple vacancies on the board.**
- **Article VI, Section 1-Board members don't feel it is necessary to have standing committees. The board members favor everyone sharing in the conversation on a topic, having special meetings for specific topics, and having Ad Hoc committees. Cornwell suggested using simple language similar to Durham County Library bylaws regarding committees.**
- **Article VIII, Section 2-This section should not be added because it would in effect change requirements for board membership.**
- **Article IX, Section 2-The bylaws are approved via resolution by City Council. The board does have the right to change something in the bylaws. The proposed change would need to be presented to City Council as an amendment to the bylaws, via resolution.**

Upson will edit the Bylaws draft and the board will discuss changes in the regular January meeting of the Library Board.

b) Consider FY24 Payroll budget

The payroll budget is considered separately from the general operating budget which will be discussed in the January special meeting. The Fiscal Year 2024 payroll budget is set up the same as Fiscal Year 2023, with no recommendations to add or reduce staff. It includes the hourly increase for staff instituted in July 2022. The budget total is $658,235.28 for full-time staff, not including benefits, and $275,461.64 for part-time staff, who do not receive benefits. There are 33 positions. Benefits include medical, dental, vision, retirement, standard holidays, and personal leave.

Cornwell/Ross moved to approve the personal budget for FY24. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved.

c) Consider acceptance of ODL-LSTA eMedia grant for $50,000 for downloadable material for Oklahoma Virtual library
The funds from this grant must be expended by the end of September 2023.

Cornwell/Sinnes moved to accept the ODL-LSTA eMedia grant. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved.

d) Consider acceptance of ODL-ARPA eMedia grant for $24,000 for downloadable material for Oklahoma Virtual library
The funds from this grant funds must be expended by the end of February 2023.

Sinnes/Ross moved to accept the ODL-ARPA eMedia grant. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, 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 the Library Director
   i. Presentation on Centennial activities
   DeLano showed the Centennial celebration video created by Adult Services Supervisor, Emily States. She then discussed goals and activities for 2023. The goals are to commemorate the library's history, celebrate its 100 year anniversary, and encourage sustainability through fundraising. The debut of a library history display at the Sheerar Museum, along with coffee and dessert will be the first of many events. Outreach speaking engagements and sending letters to potential donors will be the beginning of continuous fundraising efforts. Several events throughout the year will provide opportunities for fundraising and celebration.

   ii. Notification of application to ODL Online High School grant for less than $10,000 with no matching requirements
   This grant provides community members the opportunity to attend schooling and earn a high school diploma online. The funds provided will allow five adults to participate. If the program is successful, the Oklahoma Department of Libraries may continue to offer this grant in the future.

b) Miscellaneous items or questions from the Library Board
McMillian would like to invite City Manager Norman McNickle to a future board meeting to discuss the issue of homelessness in the area, and what the Stillwater community and the library can do to assist.

Cornwell highlighted the Winter Reading Program. Adults, teens, and children are all invited to participate.

c) Discussion about scheduling items for upcoming meetings
There will be a special Budget meeting in January before the regular Library Board meeting. DeLano will plan to schedule this on a Tuesday at 12 p.m.

6. ADJOURN

Siness/Cornwell moved to adjourn. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved. Meeting adjourned at 1:15 p.m.

The City of Stillwater encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, please notify the Library Director at least 48 hours prior to the meeting by calling 405.372.3633 ext 8124.

Prepared by: Naomi Brown, Recording Secretary

Approved by: Mike D. Woods
Chair, Stillwater Public Library Board