



MINUTES

REGULAR MEETING

STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
NORTH BUILDING CONFERENCE ROOM
1107 SOUTH DUCK, ROOM 313
STILLWATER, OK. 74074
NOVEMBER 15, 2022, 12:00 NOON

library.stillwater.org

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

Staff present: Stacy DeLano, Naomi Brown, Brenna Gilchrist, Ashlyn Garis

1. CALL MEETING TO ORDER: Yough called the meeting 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: October 25, 2022, Regular Meeting
- b) Stillwater Public Library October 2022 Financial Reports
- c) Stillwater Public Library October 2022 Activity Reports

McMillian asked about the percentage at the top of the budget report and how it is calculated. Yough asked if the fiscal year could be added to this report. Brown will check the accuracy of the percentages document and will add a fiscal year note on future reports.

Board members discussed the activities report. DeLano clarified the following:

- **More people are returning to the library, which has increased the number of wireless users.**
- **The Oklahoma Virtual Library emagazine subscription has ended. The subscription can only be purchased as a set of thousands of magazines making the price too high for the consortium members to pay at this time. Staff members are looking for economical options and want to be able to select specific titles rather than preset packages. The EBSCO Host database is available through the library website. There, patrons can look up magazine articles.**
- **The number of visitors to the library website does not include visitors to the OK Virtual Library.**
- **The majority of device checkouts are hotspots.**

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

3. 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 dates for 2023 Library Board meetings**

The board asked to move the December meeting one week earlier than proposed in the planner.

Woods/McMillian moved to approve the 2023 dates, with the amended meeting date of December 12. The votes are as follows: Yough, yes; Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved.

- b) **Consider approval of 2023 Stillwater Literacy Council space agreement**

DeLano explained this is an agreement between Stillwater Public Library and Stillwater Literacy Council that must be approved by the board yearly. Yough asked if most libraries have their own literacy council. DeLano said most libraries do have a literacy council rather than partnering with one. For Stillwater to have its own literacy department, more staffing would be necessary. That is not possible at this time. The Stillwater Literacy Council gets some of its funding from the Oklahoma Department of Libraries. The students are primarily learning English as a second language and are often associated with Oklahoma State University. Ross/Sinnes moved to approve the 2023

Stillwater Literacy Council Space Agreement. The votes are as follows: Yough, yes; Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved.

- c) Report from and discussion on Bylaws Committee meeting
Upson shared that the Committee met and reviewed several examples of bylaws from other library boards across the state. In addition, they viewed a template from the Oklahoma Library Trustee Handbook, and noted the best approaches to incorporate the City charter and bylaws. Upson worked on a draft that the committee will review. The draft will be available for the board to read and discuss for December's meeting. DeLano reminded the Board that the City Attorney will have to review the draft before the board can vote on it.

4. 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. Emily States, Adult Services Supervisor
Brenna Gilchrist spoke on behalf of States regarding the Adult Services Department. Gilchrist shared the following:
 - Adult Reference has two new staff members, Jordan Stine, teen/adult services librarian, and Anne Moore, part-time adult services librarian.
 - Meeting room reservations are increasing. Adult services will be hiring a new part-time meeting room coordinator after the first of the year.
 - The Winter Reading Program will start November 21 and go through the end of December.
 - Monthly teen programming will start again in December.
 - More programs will be held indoors, transitioning back to a pre-COVID schedule.
 - Adult services will assist a great deal with Centennial programming.
 - The Library is seeking a grant through the Oklahoma Department of Libraries that will allow adults to attend an online high school program. The deadline to apply for this grant is November 21.
 - The library has had an increase in patrons experiencing homelessness. Staff members are taking training to better meet the challenges involved.
 - ii. Dolly Parton Imagination Library

The Dolly Parton Imagination Library Program provides one free book per month to registered children until their fifth birthday. Upson has been working with Stillwater Public Library and the United Way of Payne County to provide registration for about twelve hundred Payne County children. Funds from private donors, Central Community Foundation, Vibrant Stillwater, and United Way will cover half the cost, totaling around \$15,000.00. Oklahoma State Department of Education will match that amount one-to-one with federal funds. Early sign-ups for children whose households may not have ready access to books are due to DeLano by November 18. Open registration begins November 23. The United Way is an official affiliate and pass-through for funds. The library is handling Outreach and database management.

b) Miscellaneous items from the Library Board

DeLano reported a successful turnout for early voting. The library has received positive feedback from the community about this event.

Yough mentioned that library staff can print a meeting packet for board members upon request, to help them prepare for meetings.

i. Discussion about scheduling items for upcoming meetings

The regular December meeting will be canceled. There will be a special meeting on December 13.

5. QUESTIONS & INQUIRIES

6. ADJOURN

Sinnes/McMillian moved to adjourn The votes are as follows: Yough, yes; Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved. Meeting adjourned at 1:18

Prepared by: Naomi Brown, Recording Secretary

Approved by: 
Chair, Stillwater Public Library Board