



MINUTES

REGULAR MEETING

STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
NORTH BUILDING CONFERENCE ROOM
1107 SOUTH DUCK, ROOM 313
STILLWATER, OK. 74074
OCTOBER 25, 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, Andrea Kane, Emily States, Paula Long, 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: September 27, 2022, Regular Meeting
- b) Stillwater Public Library September 2022 Financial Reports
- c) Stillwater Public Library September 2022 Activity Reports

Cornwell suggested moving Woods's question about procedures for public comments at a Library Board meeting to miscellaneous items from the Library Board.

Cornwell also, requested inclusion of the discussion on the workshop for library trustees.

Cornwell asked for clarification on the financial report under expenditures for donations, object code 53041. This object code is listed in two different places on the report, for two different sections of the budget. DeLano explained that the key 6401101-53041 corresponds to funds relating to the Trust. In this instance, the trust approved \$5000.00 and \$1000.00 for two different projects. The key 1015510-53041 relates to donations under the operating and material budget. It was further clarified that the key 1055510 relates to capital expenses. These three different pools of money make up the total budget.

Cornwell/Woods moved to approve the items on 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 acceptance of Oklahoma Department of Libraries and Institute for Museum and Library Services Ready2Read grant for \$2,000

DeLano explained this grant will be used for children's beginning level readers. Currently this contract is pending City Attorney approval and may potentially need to be adjusted. The grant deadline is December 10. McMillian asked about the content and graphics of the purchased material, and wondered who monitor the selections. DeLano explained the books are selected based on well-reviewed materials. She further clarified that these will be pictures books for beginning level children's books and not graphic novels.

Ross/McMillian moved to accept Ready2Read grant. The votes are as follows: Yough, yes; Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved.

- b) Consider policy for Public Comment During Library Board Meetings

DeLano provided a proposed policy based on the procedure in the Stillwater City Code that is used for City Council meetings. Primary points in the policy include that topics discussed must be on agenda, are limited to three minutes per comment, and are funneled through the presiding officer, Andrea Yough. There will be a form available online, and there will be someone present prior to each meeting, with paper forms available. If someone requested that an

item be placed on an agenda, they would send a request to DeLano who would contact Yough and the City Attorney to consider the issue being requested. Upson asked whether a person could comment once per meeting or once per item of business. DeLano was unsure, but will ask the City Attorney to clarify.

Woods/Cornwell moved to accept Public Comment During Library Board Meetings document. The votes are as follows: Yough, yes; Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved.

- c) Consider appointment of a Bylaws Committee for the creation of Library Board bylaws

While the city charter provides some direction for the library board, the board currently does not have bylaws. DeLano said her primary concern is that there is no conflict of interest provision. An example of a typical bylaw provision is the attendance expectations for board members. Library Board policies are not bylaws. The bylaws committee would need to have less than 4 members to stay under quorum. Woods suggested that the committee provide an update at the December meeting.

Cornwell/Sinnes moved that Yough, Woods and Upson be appointed to a bylaws committee for the Library Board. The votes are as follows: Yough, yes; Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved.

- d) Consider appointment of a Budget Committee for the creation of the library's Fiscal Year 2024 budget

DeLano offered the option of creating a budget committee if board members would like to be more involved in decision making. Cornwell asked what the process is to create the budget and what time of year it is created. DeLano said she begins preparing a list of known expenses in the fall. In late December, Finance issues a three year average for each account. . DeLano then itemizes the expenses per account, taking into consideration the known expenses, the actual expenses of the past several years, and the likely pricing increases. She also takes into account any anomalies in the last three years, and watches trends that would influence spending.

Cornwell asked what benefit the board could add to the process by forming a committee. DeLano shared that she feels confident about what she is currently doing, but wanted to offer the option of giving board members further opportunity to explore the budget. Sinnes expressed confidence in DeLano's current efforts and feels she is doing her due diligence. Cornwell expressed that the current arrangement is appropriate for a library of this size, and the

board does provide input in voting on the budget. Woods explained rather than the board spending time helping create the budget, having adequate time for the board to listen, gain understanding and ask questions is important. Yough expressed how the board gives overarching input, but needs not be involved in every detail. DeLano reinforced that she is willing to talk with board members to answer questions in detail. Woods added the more board members understand, the better they can be an advocate for library funding. Woods suggested having a special meeting. DeLano said if the meeting was held before the time the board needs to vote on the budget, there would need to be time to make the requested changes. Then at the regular meeting, the board would be able to vote.

McMillian/Woods moved to schedule a special meeting to discuss the library's budget in advance of the regular meeting where the board votes to approve the budget. The votes are as follows: Yough, yes; Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved.

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

DeLano reported the following:

- **Merry Main Street will not take place at the library. It will be at a location closer to Payne County Courthouse.**
- **On behalf of the library, a grant writing company engaged by the City of Stillwater applied for but did not receive the Solar Power grant.**
- **The Community Center was unable to host early voting due to possible construction, so it will now take place at the library from November 2-5. DeLano is pleased with this turn of events and thinks the library is the right place for this event to happen.**
- **DeLano kicked off Centennial events with a presentation at the City Council meeting on October 17. DeLano will soon be sending letters to local business and organizations. She asked board members to add a quick note on letters to entities with whom they have a connection, encouraging them to donate to the trust.**

- DeLano updated the board on the Book Gender Queer. No action was taken. The book was returned to the library, and it is now back in circulation. DeLano thanked library supervisors and Library Board members for their support during the process.

b) Miscellaneous items from the Library Board

- i. Discussion about scheduling items for upcoming meetings

None

5. QUESTIONS & INQUIRIES

McMillian asked where donations should be directed. DeLano answered Stillwater Public Library Trust.

Upton asked if donation can still be made through Paypal. DeLano shared that there is still a link on the website to donate through PayPal.

6. ADJOURN

Sinnes/Cornwell moved to adjourn. The votes are as follows: Yough, yes; Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upton, yes. Motion approved. Meeting adjourned at 1:04.

Prepared by: Naomi Brown, Recording Secretary

Approved by:

Andrea B. B. Yough
Chair, Stillwater Public Library