MINUTES

REGULAR MEETING

STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
NORTH BUILDING CONFERENCE ROOM
1107 SOUTH DUCK, 3RD FLOOR RECEPTION AREA
STILLWATER, OK 74074
SEPTEMBER 27, 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, Kimberly Carnley, Ashlyn Garis

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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: July 26, 2022, Special Meeting
   b) Stillwater Public Library July-August 2022 Financial Reports
   c) Stillwater Public Library July-August 2022 Activity Reports

   Cornwell requested clarification about carry forwards and capital project funds on the August financial report regarding repair structures and HVAC encumbrances. DeLano shared that these totals reflect carry forward funds for a 10-ton heat pump replacement unit and a control panel for a cooling tower. Delays on these projects are due to supply chain problems. Cornwell also asked about the grant accounts, and DeLano stated that grants don't necessarily span the time of one fiscal year but

may overlap into the next year or may even go by federal fiscal year which differs from the City. Cornwell then asked about monies under object code 54012 and DeLano explained that this reflects funds for capital projects and as such, they come from a different pool of funding than the library budget. McMillian asked if meeting rooms get rented less in the summer. DeLano explained that people are slow to meet again since the pandemic, more meetings are being held on Zoom, and we have fewer meetings now that we close at 7 p.m. on several nights of the week.

Woods/McMillian moved to approve 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 presentation by Johnson Controls' Caleb Kamarunas regarding City of Stillwater facility energy assessment (up to 30 minute presentation)

Kamarunas was unable to attend, and Zhi Yaw presented in his place. He explained that the City of Stillwater and Johnson Controls will be joining in a long term project to increase comfort, decrease deferred maintenance, and to increase energy efficiency in all City of Stillwater buildings. This will be accomplished by updating lighting, standardizing vendors, updating HVAC units, updating building controls, reducing flow rates to conserve water, and making buildings more airtight. The Library board was invited to share feedback on priorities for the library facilities needs in this regard. Carnley clarified that the project includes a contract across the entire City organization, and as such, the Board does not need to vote to approve the improvements.

b) Consider revision of job descriptions for exempt staff

DeLano explained that supervisory staff now qualify for exempt status. The new pay scale resulted in this change, and returns supervisors to the status typically held by professional staff. Additionally, the IT manager's position is now non-exempt under the government's exception for network administrators. These changes mean the staff members will not qualify for overtime pay and will have increased flexibility in their schedules.

Sinnes/Cornwell moved to approve revision of job descriptions for exempt staff. The votes are as follows: Yough, yes; Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved.

c) Update on state legislation affecting library

DeLano explained that the primary legislation is HB 3702, which requires annual verification by online/database vendors that they meet certain requirements regarding filtering and transmission of material. Currently, Oklahoma libraries are having difficulty obtaining a verification from Overdrive, the platform responsible for the Oklahoma Virtual Library (OKVL) consortium. The Oklahoma Department of Library's (ODL) director is working with Overdrive to obtain the verification. Obtaining verification is necessary for libraries to continue paying for Overdrive and getting funding for OKVL through ODL. Oklahoma libraries are also discussing the new legislation regarding abortion. DeLano stated that per the library's Reference Policy, reference staff provides only information regarding medical questions, not advice or instruction. DeLano also stated that the Oklahoma Attorney General provided a memo to police and DAs on enforcement of the law that emphasized imminence in the aiding and abetting section. Carnley is also reviewing new legislation. Upson suggested reaching out to OSU attorneys as they are dealing with similar issues related to HB 3702.

d) Update on Centennial planning

DeLano shared that the library will be presenting information about the Library Centennial to the City Council at their meeting on October 17. Cornwell encouraged board members to support the library by attending the City Council meeting. This presentation will be the kick off for fundraising, and information will start going out after that to potential donors. There will be several events coming up, including a read-a-thon, haunted library, family camp-out, and partnership with local businesses for library-themed products. There will be a chance to make donations at all of these events. There will also be many outreach visits to different organizations.

DeLano also mentioned that the Trust Board approved asking the Friends of the Library to match funds with donors during certain centennial events.

Yough left the meeting at 1:09pm

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

Stacy stated that work has been ongoing with the Centennial planning, reframing agreements with the Overdrive consortium in conjunction with HB3702 and there is

excellent work being done by Paula, the Circulation Supervisor, to measure the effectiveness of the use of RFID in the library.

b) Miscellaneous items from the Library Board

i. **Discussion about scheduling items for upcoming meetings**

McMillian asked about the date for the December meeting, and it was decided there will be a special meeting on December 13 rather than the regular meeting December 20. If there is no business pending, the meeting may be cancelled.

Woods asked what the procedure is for public comments at a Library Board meeting. Carnley suggested that the Board adopt the procedure used at City Council meetings. Woods requested having those procedures in writing for the board members, and Carnley said she would send DeLano that information.

Cornwell shared a thought from a recent webinar, that one way to be a good trustee is being a library booster. The presenter in the webinar stressed the importance of 100 percent participation in giving to the library on the part of the library board. One of the reasons for this is that granting organizations like to see that type of commitment on the part of board members of organizatons that they give grants to. Secondly, it makes it easier to ask others to give in fundraising campaigns if the person asking has done so. Woods added that being able to say that the board has 100 percent participation in giving would be a powerful statement to share during the Centennial efforts.

5. QUESTIONS & INQUIRIES

6. ADJOURN

McMillian/Sinnes moved to adjourn. The votes were as follows: Woods, yes; McMillan, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion appoved The meeting adjourned at 1:21pm.

Prepared by: Naomi Brown, Recording Secretary

Approved by: Andrea McVaugh

Chair, Stillwater Public Library Board