MINUTES

SPECIAL MEETING

STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
NORTH BUILDING CONFERENCE ROOM
1107 SOUTH DUCK, ROOM 119
STILLWATER, OK. 74074
JULY 26, 2022, 12:00 NOON
library.stillwater.org

Board Members Present: **Robin Cornwell, Martha McMillian, Kathryn Ross, Donna Sinnes, Mike Woods**

Staff Present: **Stacy Delano, Andrea Kane, Naomi Brown, Dennis McGrath**

1. CALL MEETING TO ORDER: **Woods called the meeting to order at 12:00pm.**

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: June 28, 2022, Regular Meeting

Cornwell asked if there had been any impact from HB3702 since that meeting. Delano said that she had received guidance from Oklahoma Department of Libraries that they will put language in place in all database agreements that vendor is in compliance with bill. It is still unclear what they are considering to be databases. Cornwell/Ross moved to approve the minutes. The votes were as follows: Cornwell, yes; McMillian, yes; Ross, yes; Sinnes, yes; Woods, yes. Motion approved.

   b) Stillwater Public Library June 2022 Financial Reports

c) Stillwater Public Library June 2022 Activity Reports

Cornwell asked why there was a significant amount of money left in repair accounts. Delano explained that many repair projects were funded by other means this fiscal year, and there was not an infrastructure project left at the end of the year that needed to be completed. She said that normally large amounts are built into the budget for unexpected repairs, but they are not always needed. She has recently learned that projects such as these should more likely come out of the City's contingency fund and will not be working such large amounts into budget in the future. McMillian then asked for an explanation of donations. Delano discussed donations, grants, and carryforwards.

Ross/Cornwell moved to approve the Financial and Activity Reports. The votes were as follows: Cornwell, yes; McMillian, yes; Ross, yes; Sinnes, yes; Woods, 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 the 2021-22 annual Trust report

Delano said that donations to the Trust totaled $26,133.19 and the current balance is $642,011.61. The separate Mabel King fund, with balance of $54,567.21, is restricted to using only earnings, and it earns a very small amount every year of just over $200.00. Delano has received approval from the Trust Board to ask COS Finance Department if the Mabel King funds can be put into a higher earning CD. Cornwell asked what was purchased with Trust funds. These were used to purchase donor plaques and books for the <u>Station Eleven</u> community wide reading program. Woods asked who the new Trust Board members are. They are Cynthia Francisco, a City Council appointee, and Holly Hartman from the Friends of the Library.

Cornwell/McMillian moved to approve the 2021-22 annual Trust report. The votes were as follows: Cornwell, yes; McMillian, yes; Ross, yes; Sinnes, yes; Woods, yes. Motion approved.

   b) Consider the 2022-25 Long Range Plan

Delano said that since many libraries were unable to complete initiatives in their most recent long range plans, ODL is allowing them to resubmit plans with minor adjustments. For example, laptops for outreach computer classes were purchased, so instead of saying that the library will replace the computer lab, it now says that the library will provide off-site computer training. McMillian asked where classes might take place. Delano said Our Daily Bread or Senior Center would be the types of places to hold classes. Delano then

explained that some items in the long range plan are ongoing. Cornwell asked Delano to describe how remote book returns would work. Delano said that it might be setting it up with public schools so that children could leave books there, and the library would pick them up. This would be preferable than a freestanding book return. McMillian asked Delano to describe "pop-up" libraries. Delano said that instead of going to events or organizations and just doing library card sign-up, they would include the ability to check out materials at the same time. After further discussion, Ross then suggested that the 100th Anniversary Committee receive copies of the Long Range Plan as well, to help guide decisions.

Woods then asked when the Board would next receive updates on the Long Range Plan. He suggested one of the times to be the first meeting of the year when new members join. Cornwall agreed and wished to include other updates when items of significance were accomplished from the plan. Delano requested that reporting be more than once a year. Sinnes suggested twice yearly updates. Sinnes/Cornwall moved to approve the 2022-25 Long Range Plan to include twice yearly updates. The votes were as follows: Cornwell, yes; McMillian, yes; Ross, yes; Sinnes, yes; Woods, yes. Motion approved.

c) Consider request to conclude the Saturday masking hour

Delano explained that the main reason to have the masked hour was for the population who could not yet get vaccinated. Because vaccination for young children began this summer, it would be an appropriate time to conclude the masked hour. Sinnes asked if anyone was still requesting it. Delano said that the statistics the library has been keeping show that normally 0-3 people have come in specifically for that reason, with some days being up to 8 people. Staff would like to have three more Saturdays with the hour in order to get messaging to public, and then start normal hours on August 20. The library will still have other options for patrons, such as contactless curbside pickup.

Ross/McMillian moved to conclude the Saturday masking hour. The votes were as follows: Cornwell, yes; McMillian, yes; Ross, yes; Sinnes, yes; Woods, yes. Motion approved.

d) Consider request to change Saturday library hours from 10 a.m. – 4 p.m. to 9 a.m. – 4 p.m.

Delano said that the stats from the masking hour showed that many people were coming to the library just because it was open at 9 a.m., and not for the masking hour. If the library were to change opening to 9 a.m. it would also standardize the opening hours across the week, not including Sunday. Cornwell asked if the Saturday staff was fine with the change. Delano stated that they were, as they had been coming in earlier than that already to prep for the day.

Cornwell/Sinnes moved to change Saturday hours to 9 a.m. – 4 p.m. The votes were as follows: Cornwell, yes; McMillian, yes; Ross, yes; Sinnes, yes; Woods, yes. Motion approved.

e) Consider acceptance of amendment to current Oklahoma Department of Libraries' eMedia Grant increasing its amount by $100,000

Sinnes/Ross moved to accept the amendment to the eMedia grant. The votes were as follows: Cornwell, yes; McMillian, yes; Ross, yes; Sinnes, yes; Woods, 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
   a. **Two outdoor programs were cancelled due to excessive heat.**
   b. **Summer Reading will wrap up with a luau in the auditorium with a 70 person limit. There will also be a pool party for children who have read at least 10 hours.**
   c. **The RFID project is now in the evaluation phase of the grant.**
   d. **The children's supervisor will be going on maternity leave in August.**
   e. **Like many industries, the library is seeing staff turnover. Two positions in adult services will be open and are being posted.**

b) Miscellaneous items from the Library Board
   i. Discussion about scheduling items for upcoming meeting- no discussion

5. **QUESTIONS & INQUIRIES- none**

6. **ADJOURN**

Cornwell/Ross moved to adjourn. The votes were as follows: Cornwell, yes; McMillian, yes; Ross, yes; Sinnes, yes; Woods, yes. Motion approved. The meeting adjourned at 12:59pm.

Prepared by: Andrea Kane, Recording Secretary

Approved by: Mike Woods

Chair, Stillwater Public Library Board