MINUTES

REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
NORTH BUILDING CONFERENCE ROOM
1107 SOUTH DUCK, ROOM 119
STILLWATER, OK. 74074
JUNE 28, 2022, 12:00 NOON
library.stillwater.org

Board Members Present: **Robin Cornwell, Kathryn Ross, Matt Upson, Mike Woods**
Staff Present: **Andrea Kane, Stacy Delano, Kimberley Carnley, Christie Driskel**

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1. CALL MEETING TO ORDER: **Woods called the meeting to order at 12:03.**

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: April 26, 2022, Regular Meeting
   b) Stillwater Public Library April-May 2022 Financial Reports
   c) Stillwater Public Library April-May 2022 Activity Reports

Cornwell requested more information about two Building & Structures costs on the April Financial Report. Delano explained that an initial quote for a project did not encompass everything needed, so additional funds were placed in a second account. Cornwell then asked about Interest Revenue appearing on the reports. Delano explained that she included the version Finance provides the library each month which includes Trust information on it. Cornwell then asked about some missing patron statistics on the May Activity Report. Delano will send an updated May Activity Report to board members.

Cornwell/Ross moved to approve items on the consent docket. The votes were as follows: Cornwell, yes; Ross, yes; Upson, 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 revised job positions and pay scale for library staff

   Delano reported that pay increases across the City were starting July 1. Almost every library employee is getting a raise, except for maintenance positions that are directly equivalent to other City positions at the same pay level. Delano's priorities going into discussions with HR were:

   - **To correct disparities between library departments**
   - **To lessen the large number of different positions and group similar positions into the same pay range**
   - **Library positions were not in the same pay range as other City positions doing similar work. This issue will be further addressed in a second phase of compensation discussions next fiscal year, though this phase may be delayed due to inflation impacts on budget.**
   - **Supervisors did not earn enough to qualify for exempt status.**

   Approval of this request would mean approving both the new pay scale and the new position groupings. Changes to individual job descriptions will be brought to the Board at subsequent meetings. Woods asked what the impact of the pay increases would be on the library's budget. Driskel said that the City was directed by City Council to reserve a pool of funds for the pay increases, which was done.

   Cornwell/Ross moved to approve revised job positioning and pay scale for library staff. The votes were as follows: Cornwell, yes; Ross, yes; Upson, yes; Woods, yes. Motion approved.

Driskel left the meeting at 12:25.

   b) Consider revision of the Computer and Internet Use Policy

   Delano stated that residents will no longer be required to get a library card to use the internet and can instead use a pass. Supervisors have said it is not onerous to look up users and issue a guest pass. Upson asked about the process for getting a guest pass. Delano said that adults are asked for photo identification, and do not have to be a county or state resident to get a pass. User under 18 must have a parent's signed permission to use the internet. Carnley stated that legal is able to approve the policy as to form and the Board may approve the revised policy now.

Ross/Upson moved to approve revision of Computer and Internet Use Policy. The votes were as follows: Cornwell, yes; Ross, yes; Upson, yes; Woods, yes. Motion approved.

c) Consider revision of the Collection Development Policy

Delano stated that minor changes were made to the policy and the ALA attachments were replaced with the newest versions. Board members discussed the ALA statements. Cornwell asked if adopting the Collection Development Policy with ALA attachments means that the Board is also accepting the attachments as policy. Delano said that the policy incorporates the attachments by reference, making them positions that the Board holds. The Board can decide to accept all attachments, some of them, or none of them. Staff's recommendation is to approve the policy with the attachments, which have been part of the policy for at least 15 years. There was further discussion of library challenges and how staff select items for the library.

Cornwell/Ross moved to approve revision of Collection Development Policy. The votes were as follows: Cornwell, yes; Ross, yes; Upson, yes; Woods, yes. Motion approved.

d) Consider acceptance of the federal ERate category 1 and Oklahoma Universal Service Fund discounts for internet service

Delano stated that ERate category 1 pays for 60% of the library's internet service and the other 40% is paid for by the state.

Ross/Cornwell moved to accept federal Erate category 1 and Oklahoma Universal Service Fund discounts for internet service. The votes were as follows: Cornwell, yes; Ross, yes; Upson, yes; Woods, yes. Motion approved.

e) Consider acceptance of the federal ERate category 2 discount for the purchase of components for an updated WiFi network.

Delano stated that ERate category 2 pays 60% of costs for equipment for a new WiFi system. The other 40% is funded through an ODL ARPA grant. Upson asked what was deficient in our old system. Delano said it does not reach all corners of library or outside the library very well. The new system is also equipped to handle the newest generation of devices that are just beginning to become available.

Ross/Cornwell moved to accept federal ERate category 2 discount for the purchase of components for an updated WiFi network. The votes were as follows: Cornwell, yes; Ross, yes; Upson, yes; Woods, yes. Motion approved.

f) Consider request for the library to host "Merry Main Street" with after-hour usage of library grounds and facility

With Block 34 undergoing construction, Merry Main Street will not be able to take place there. The library was asked to host a scaled down version of Merry Main Street in the courtyard. Delano said the benefits would be that they would install outdoor electrical outlets and it would be a good partnership with other City organizations. Cornwell asked if staff would have to be present. Delano said there was potential for that as she was requesting not only use of courtyard but also the potential use of the North building. Woods expressed concern over volume of people and wear and tear on facility and staff. Delano said that she still had to have an initial meeting with the Merry Main Street committee and would find out more information at that time. Delano will provide updates to the Board as the plans become known.

Ross/Cornwell moved to approve the request for the library to host "Merry Main Street" with after-hour usage of library grounds and facility. The votes were as follows: Cornwell, yes; Ross, yes; Upson, 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

i. Summer reading update- **Delano reported current statistics of program attendance and hours of reading.**

ii. RFID update- **Installation has been completed and there has been good feedback from both staff and patrons. Circulation is starting to see a time savings benefits. One gate was received with a hairline crack and will be replaced this week. Next, the evaluation stage of the grant will begin.**

iii. Saturday masked hour- **Now that younger children can be vaccinated the library will likely ask to wind down the masked hour. This request and a change to library hours will be on the agenda in July or August.**

iv. Challenges in libraries- **HB 3702 was passed which requires public libraries and other educational entities to ensure their databases follow certain guidelines. Delano has received little information about this and will bring this back to the board once more is known.**

b) Miscellaneous items from the Library Board

i. Discussion about scheduling items for upcoming meetings
    1. Special meeting Tuesday, July 19- **Delano would like to meet in July in order to get Long Range Plan approval. The board members present preferred July 26 as the date to meet.**

ii. Upson complimented the new RFID system

5. QUESTIONS & INQUIRIES

6. ADJOURN

Upson/Cornwell moved to adjourn. The votes were as follows: Cornwell, yes; Ross, yes; Upson, yes; Woods, yes. Motion approved. Meeting adjourned at 1:12.

Prepared by: Andrea Kane, Recording Secretary

Approved by: Mike Woods
Chair, Stillwater Public Library Board