**MINUTES**

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

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| **Board Members Present:** | **Cara Adney, Martha McMillian, Kathryn Ross, Donna Sinnes Mike Woods, Andrea Yough** |
| **Staff Present:** | **Teresa Chaufty, Stacy DeLano, Kimberley Carnley** |

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

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: March 22, 2022, Regular Meeting
   b) Stillwater Public Library March 2022 Financial Reports
   c) Stillwater Public Library March 2022 Activity Reports

   **Woods/Adney moved to approve items on the consent docket. The votes were as follows: Adney, yes; McMillian, yes; Ross, yes; Sinnes, yes; Woods, yes; Yough, 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 revision of the Circulation Policy

**DeLano explained the circulation policy needed updating and revision for the lending of hot spots. The revisions included:**

- ***Temporary library cards*** **- This is the card issued when someone has no proof of residing in Payne County. You cannot check out electronic devices or kits but may check out 5 paperbacks at a time;**
- ***Virtual library cards*** **– The issuing of virtual cards occurred during Covid-19 and is now being included in the policy. This card is for patrons who want to use our electronic resources but do not necessarily come into the library;**
- ***Borrowing materials without a library card*** **– Originally patrons could check out materials two times a year without their library card. Now, patrons are able to check out any time without their card as long as they have proper identification;**
- ***Checkout limits*** **– This section now includes a maximum of 6 read-along books and one of each type of electronic device per household;**
- ***Overdues and fines*** **– A 3-day grace period has been added for items returned within 3 days of the due date;**
- ***Interlibrary loan requests*** **– Patrons may not have more than 10 ILL items checked out at a time and rare, fragile, or expensive items may be restricted to in-library use only;**
- ***Electronic device checkout guidelines*** **– DeLano reported the hotspot pilot program went very well and we now have a demand for hotspots. SPL is in the process of purchasing more. This guideline contains procedures which worked well along with a few changes that integrated requirements for the new grant we received.**

**McMillian/Woods moved to approve revisions to the Circulation Policy. The votes were as follows: Adney, yes; McMillian, yes; Ross, yes; Sinnes, yes; Woods, yes; Yough, yes. Motion approved.**

b) Consider staff request to close Tuesday, May 24, for installation of security gates and staff security training

**DeLano reported installation of security gates, for the RFID project, is scheduled for May 24. However, the actual work may take 2 days. This would mean both public entries would be blocked for significant periods of time. She felt the library could be closed for the first work day but be open on the second day. The staff would be required to come to work on May 24 and attend staff training and other city related meetings. Board member McMillian asked DeLano about the library board meeting scheduled for May 24. City Attorney Carnley**

**suggested the May meeting be rescheduled or canceled due to the fact the library board meeting is open to the public but the building would be closed to the public on that date. Board members discussed the conflict and decided to cancel the May meeting. Sinnes/McMillian moved to approve the closing of the library to the public on May 24. The votes were as follows: Adney, yes; McMillian, yes; Ross, yes; Sinnes, yes; Woods, yes; Yough, yes. Motion approved.**

c) Consider reappointment of Matt Hull to Trust Board

**Matt is a long-time member of the Trust Board and is a primary source of information regarding investments. He has agreed to serve another term if approved. McMillian/Sinnes moved to approve reappointment of Matt Hull to the Trust Board. The votes were as follows: Adney, yes; McMillian, yes; Ross, yes; Sinnes, yes; Woods, yes; Yough, yes. Motion approved.**

d) Consider acceptance of $40,000 in ARPA funds from the Oklahoma Department of Libraries and Institute for Museum and Library Services for the purchase of downloadable material

**Next, DeLano reported SPL has already received a $45,000 grant from ODL to purchase downloadable materials. Now, SPL has been offered another grant for $40,000, in ARPA funds, from ODL and IMLS for the purchase of more downloadable materials. Sinnes/Adney moved to approve the acceptance of $40,000 in ARPA funds from the Oklahoma Department of Libraries and Institute for Museum and Library Services for the purchase of downloadable materials. The votes were as follows: Adney, yes; McMillian, yes; Ross, yes; Sinnes, yes; Woods, yes; Yough, yes. Motion approved.**

e) Consider the election of officers

**DeLano informed board members that the April meeting is the usual time to appoint a nominating committee and/or elect officers. After discussion, board members asked Andrea Yough if she would consider continuing to serve as Chair and she agreed. McMillian/Woods moved to reappoint Andrea Yough as Library Board Chair. The votes were as follows: Adney, yes; McMillian, yes; Ross, yes; Sinnes, yes; Woods, yes; Yough, yes. Motion approved. Yough then asked Mike Woods if he would serve as Vice-Chair and he agreed. Sinnes/McMillian moved to appoint Mike Woods as Library Board Vice-Chair. The votes were as follows: Adney, yes; McMillian, yes; Ross, yes; Sinnes, yes; Woods, yes; Yough, 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 she and staff member Emily States will finish their MLS program in May.**

- **The next Storywalk event is May 21 and Coach Mike Gundy has agreed to read and record the next featured book.**
- **DeLano reported the ocean drilling exhibit has been well attended.**

b) Miscellaneous items from the Library Board

i. Discussion about scheduling items for upcoming meetings

- **Board members discussed solutions for the May board meeting. They decided to cancel the May meeting, and, if needed, select a date for a special meeting.**

5. QUESTIONS & INQUIRIES

**At this time, board members left the meeting room for a facilities tour led by staff member Heath Lindley.**

6. ADJOURN

**moved to adjourn. The votes were as follows: Adney, yes; McMillian, yes; Ross, yes; Sinnes, yes; Woods, yes; Yough, yes. Meeting adjourned at pm.**

**Prepared by: Teresa Chaufty, Recording Secretary**

**Approved by:** Andrea S.B. Yough

**Chair, Stillwater Public Library Board**