



Minutes
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
NORTH BUILDING CONFERENCE ROOM
1107 SOUTH DUCK, **ROOM 119**
STILLWATER, OK. 74074
APRIL 25, 2023, 12:00 NOON
library.stillwater.org

Board members present: Mike Woods, Martha McMillian, Kathryn Ross, Donna Sinnes, Robin Cornwell, Matt Upson

Staff and guests present: Stacy DeLano, Naomi Brown, Christy Driskel, Ashlyn Garis, Sharon Edwards

1. MEETING TO ORDER 12:00 p.m.

2. EXECUTIVE SESSION

Request for confidential communication regarding the employment, appointment, promotion, demotion, disciplining or resignation of Library Director pursuant to 25 O.S. § 307 (B)(1) of the Oklahoma Open Meeting Act.

a) Vote to convene executive session

Cornwell/Sinnes moved to convene an executive session. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell; yes, Upson, yes. Motion approved.

b) Discuss employment, appointment, promotion, demotion, disciplining or resignation of Library Director Stacy DeLano

c) Vote to convene regular meeting

Cornwell/Upson moved to convene a regular meeting. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell; yes, Upson, yes. Motion approved.

- d) Possible action (including vote or series of votes) regarding employment, appointment, promotion, demotion, disciplining or resignation of Library Director Stacy DeLano

McMillian/Cornwell moved to recommend to the City that a six percent raise be provided for DeLano, effective July 1. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell; yes, Upson, yes. Motion approved.

Driskel left at 12:40 p.m.

3. 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 28, 2023, Regular Meeting
- b) Stillwater Public Library March 2023 Financial Reports
- c) Stillwater Public Library March 2023 Activity Reports

Cornwell asked why the telecommunications account has a high balance of funds remaining this late in the fiscal year. DeLano explained those funds reflect 40% of the library's internet service fee which is added to the budget in case the State portion of the eRate discount is not awarded to the library.

Sinnes/Ross moved to approve the items on the consent docket. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell; yes, Upson, yes. Motion approved.

4. PUBLIC COMMENT ON AGENDA ITEMS

Taxpayers or residents of the city, or their authorized legal representatives, may address the Library Board at a regularly scheduled meeting on any item of business listed on the meeting agenda provided they have submitted a written request prior to the meeting.

5. 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) Report from nominating committee on 2023-2024 officers

Members of the nominating committee recommend Woods as chair, Ross as vice chair, and Brown as recording secretary. In May, there will be an official nomination and vote for officers.

- b) Consider request from staff for board members to participate in a "Fresh Eyes" evaluation of library grounds and spaces

As part of the Long Range Plan, a "Fresh Eyes" evaluation can alert staff members to areas in the Library that need improvement. This is best done by persons who could identify things employees no longer notice. DeLano requested that the Library Board participate, testing out the given template, which was created by another library. In the future, outside librarians and possibly library patrons will take part. If the Board agrees to participate, the evaluation would need to be done individually to comply with the Open Meeting Act requirements. DeLano requested that evaluations, as well as opinions about the template, be submitted by the next Library Board meeting.

6. 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. Update on Centennial activities

DeLano expressed appreciation for everyone who helped at the Friends of the Library sale. She also expressed thanks to the Friends of the Library for their continued efforts. Although sale numbers are not yet available, there was a steady crowd in attendance. There was a vehicle incident during the sale in the parking lot, but no injuries. SEMA suggested preventive actions to Prairie Arts for future events.

City Council voted on a new fire suppression system for the library as the next Community Development Block Grant. DeLano and Shelly Crynes, the Grants Coordinator, are working together to gather information for the application process. Crynes will be invited to a future meeting to inform board members on how the project will proceed.

The next Centennial event will be May 25 at Iron Monk with a Story Slam contest, release of a library-theme ale, and commemorative pint glasses for sale.

DeLano expressed thanks to Woods and Cornwell for helping secure places to display the traveling Library history exhibit. Locations are set up through September.

Upson made a presentation to Stillwater Frontier Rotary Club about the Dolly Parton Imagination Library recently, which was broadcast online. DeLano expressed thanks to Upson for all his efforts to secure funding for this project. Murray, Children's Librarian, shared that the limit of 1500 participants has been reached.

A new weekly transit service has been created between OSU and Stillwater Public Library for interlibrary loans. It will be significantly faster than mailing and will save mailing fees.

In a recent meeting with Melissa Reames, Deputy City Manager, DeLano asked if it would be possible to bring a coffee shop into the library. She will share any updates as they come. DeLano also asked Reames if the library can advertise the Virtual Library in the airport for travelers.

The Speaker of the House put SB 397 on the House calendar, and the minority leader proposed an amendment to the bill. DeLano will keep the Board informed.

b) Miscellaneous items from the Library Board

Cornwell shared that the City Council voted to approve a performance-based efficiency contract with Johnson Controls Incorporated throughout the city. The Library will get improvements to the HVAC system. Part of this project also includes replacing the lightbulbs in streetlights with LEDs.

McMillian recently read an article about having a fine free month at a library. This would get books back to the library and allow patrons with late fees to check out books again. McMillian would like to consider this in a future meeting.

Woods welcomed Sharon Edwards, the newest Library Board member, whose term begins in May.

Starting in May, the board will gather at 11:30 a.m. the day of board meetings for fellowship and lunch. No business will be discussed during this time.

On April 4, 2024, there will an eclipse. Woods suggested a watch party that could be monetized for donations to the library. DeLano said it is on the events calendar now and glasses have been ordered.

i. Discussion about scheduling items for upcoming meetings

7. ADJOURN

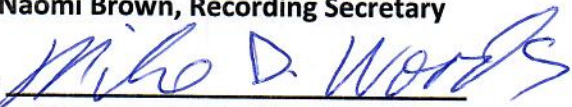
Sinnes/Cornwell moved to adjourn. The votes are as follows: Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell; yes, Upson, yes. Motion approved.

Meeting adjourned at 1 p.m.

The City of Stillwater encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, please notify the Library Director at least 48 hours prior to the meeting by calling 405.372.3633 ext 8124.

Prepared by: Naomi Brown, Recording Secretary

Approved by:


Chair, Stillwater Public Library Board