MINUTES

REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
NORTH BUILDING CONFERENCE ROOM
1107 SOUTH DUCK, 3RD FLOOR RECEPTION SPACE
STILLWATER, OK. 74074
MARCH 22, 2022 | 12:00 NOON
library.stillwater.org

Board Members Present:	**Cara Adney, Jill Rooker, Kathryn Ross, Donna Sinnes Mike Woods, Andrea Yough**
Board members Absent:	**Martha McMillian**
Staff Present:	**Teresa Chaufty, Stacy DeLano, Kimberley Carnley, Melissa Reames**

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

   Adney/Woods moved to approve items on the consent docket. The votes were as follows: Adney, yes; Rooker, yes; Ross, yes; Woods, yes; Yough, yes. Motion approved.

   Sinnes arrived at 12:05 pm.

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 an up to $29,000 reduction in the current FY22 budget

DeLano explained it is common for departments to have funds left unused at the end of the FY. These funds are normally not carried forward. Last year, SPL was allowed to carryover funds from operating costs to help fund its RFID project. This year SPL will probably have unused funds at the end of the FY in June. Since there is a heat pump that needs to be replaced the plan was to put these funds toward the replacement of the heat pump. After talking with the City Manager's Office, DeLano reports the City will pay for the heat pump replacement out of the City's contingency fund.

Melissa Reames, Deputy City Manager & CFO, attended today's meeting to discuss and explain the budget reduction. This year, department heads were asked to look at their budgets and identify funds they are not going to use during the rest of this fiscal year. Usually, this process of identifying variances happens at the completion of the audit cycle which does not occur until December each year. By identifying unused funds now, they could be redirected to next year's budget per City Council approval. The library was asked to identify $29,000 of unused funds which staff was able to do. Adney/Rooker moved to approve an up to $29,000 reduction to the current FY22 budget. The votes were as follows: Adney, yes; Rooker, yes; Ross, yes; Sinnes, yes; Woods, yes; Yough, yes. Motion approved.

b) Consider acceptance of $45,000 ODL eMedia grant for the purchase of downloadable materials for Oklahoma Virtual Library

Next, DeLano reported SPL has been contacted by the Oklahoma Department of Libraries about an eMedia grant in the amount of $45,000. This would be used for the purchase of downloadable materials for the Oklahoma Virtual Library. Ross/Sinnes moved to approve the acceptance of a $45,000 ODL eMedia grant for the purchase of downloadable materials for the Oklahoma Virtual Library. The votes were as follows: Adney, yes; Rooker, yes; Ross, yes; Sinnes, yes; Woods, yes; Yough, yes. Motion approved.

c) Consider staff's request to apply for the EBSCO Solar grant in the range of $50,000-100,000 for the installation of a solar array (https://www.ebsco.com/solar)

DeLano explained this grant could possibly fund the placement of solar panels on the roof of the library. After receiving information about this grant, DeLano contacted John McClenny, in the City Manager's Office, to see if the City would be interested. He would like to move forward with this project and has secured a grant writer. Part of the grant funds would be used to hire an engineer to design the project. DeLano and McClenny also discussed the possibility of building a small structure over the courtyard to house the solar panels. Refurbishing of the

courtyard is also a project of the fundraising efforts of the 100th Anniversary Committee. If SPL were to receive the EBSCO grant, these funds (and fundraising funds) could be matched by another grant, the NEH Infrastructure and Capacity Building Challenge Grant. Board members asked if future maintenance costs of the solar panels have been discussed. DeLano said future maintenance costs would be added into future budgets. Rooker/Woods approved request to apply for the EBSCO Solar grant in the range of $50,000-100,000 for the installation of a solar array. The votes were as follows: Adney, yes; Rooker, yes; Ross, yes; Sinnes, yes; Woods, yes; Yough, yes. Motion approved.

d) Consider staff's request for possible application to the NEH Infrastructure and Capacity Building Challenge Grant for up to $150,000 for the addition of a courtyard structure to house a solar panel array

After the previous discussion of the EBSCO grant, board members agreed applying for the NEH grant would be valuable. Rooker/Sinnes moved to approve application to the NEH Infrastructure and Capacity Building Challenge Grant for up to $150,000 for the addition of a courtyard structure to house a solar panel array. The votes were as follows: Adney, yes; Rooker, yes; Ross, yes; Sinnes, yes; Woods, yes; Yough, yes. Motion approved.

e) Consider revision of Business Office Manager Job description

As the current BOM is retiring in June 2022, the BOM job description was revised and brought up-to-date in advance of hiring a replacement. The plan is to hire a replacement one month before BOM leaves so they can be trained. Sinnes/Yough moved to accept revision of Business Office Manager Job description. The votes were as follows: Adney, yes; Rooker, 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 the FOL had another successful booksale. They made approximately $13,000.**
- **SPL will be taking a request to the FOL for funding for the SRP. This year's program will be shortened by a few weeks.**
- **DeLano reminded board members of the facility tour during the April meeting.**
- **Emily States, Adult Services Librarian will be attending the May board meeting.**

b) Miscellaneous items from the Library Board
i. Discussion about scheduling items for upcoming meetings
None.

5. QUESTIONS & INQUIRIES

Board member Sinnes asked why the SRP would be shortened this year. DeLano explained normally SPL would have 8 weeks of programming with 8 different performers. This year we will have the "In Search of Earth's Secrets" exhibit as part of our summer activities and the children's & teens will be sharing programs.

6. ADJOURN

Woods/Rooker moved to adjourn. The votes were as follows: Adney, yes; Rooker, yes; Ross, yes; Sinnes, yes; Woods, yes; Yough, yes. Meeting adjourned at 1:01 pm.

Prepared by: Teresa Chaufty, Recording Secretary

Approved by: Andrea S B Yough ____________________
Chair, Stillwater Public Library Board