Minutes
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
NORTH BUILDING CONFERENCE ROOM
1107 SOUTH DUCK, 3RD FLOOR RECEPTION AREA
STILLWATER, OK. 74074
FEBRUARY 28, 2023, 12:00 NOON
library.stillwater.org

Board members present:	**Andrea Yough, Mike Woods, Martha McMillian, Kathryn Ross, Donna Sinnes, Robin Cornwell, Matt Upson**
Staff present:	**Stacy DeLano, Naomi Brown, Christy Driskel, Ashlyn Garis**

1. **CALL MEETING TO ORDER Yough called the meeting to order at 12 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
   Sinnes/Woods moved to convene an executive session. The votes are as follows: Yough, yes; 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
   Driskel left the meeting at 12:52 p.m.

c) Vote to convene regular meeting
Woods/Sinnes moved to convene a regular meeting. The votes are as follows: The votes are as follows: Yough, yes; 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
No action was taken.

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: Jan. 24, 2023, Regular Meeting
b) Stillwater Public Library January 2023 Financial Reports
c) Stillwater Public Library January 2023 Activity Reports
DeLano explained that natural gas bills were very high in January and February. She will adjust this account by moving money from another account. DeLano will be prepared to adjust the account for the next fiscal year as well.

McMillian asked why revenue shows up as a negative on the trust account. DeLano explained while these numbers show up as negative numbers, they represent money that has come into the trust account. This may be a portion of the budget report we can adjust in the future to make it easier to understand.

Yough asked for clarification about the portion of the minutes that referred to reformatting the budget. DeLano said this will be a continuing discussion and it will be touched on in section 5a.

Yough asked if google analytics is working again. DeLano confirmed it is working again.

Cornwell/Upson Approve move to approve items on the consent docket. The votes are as follows: Yough, yes; 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.

None

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) Update on FY23-24 Operating and Materials budget

The City has decided to duplicate last year's budget for all departments. The only difference in the library budget is the postage account. Mail is processed differently now, so the funds in this account will be much lower. The City has convened a study group to find ways to address budget issues including finding new revenue streams and cost-cutting measures. Delano will keep the board updated.

b) Update on State Aid expenditure plan

The staff has been suggesting proposals for State Aid expenditures. The list provided indicates items that the library is committed to purchasing. There is still about $8,000 available to spend. Decisions on how to use it will be made later in the fiscal. Moving forward, DeLano would like to commit half of State Aid funds to impactful subscriptions that could not be included in the general budget. The other half would be used to purchase material items that will have a high impact. Cornwell noticed the automated renewal of items on the list. DeLano said the library plans to upgrade to automatic renewals. This will necessitate an adjustment in the Circulation Policy to allow for more than the current two renewals. The adjusted policy would then be presented to the Library Board for discussion and approval. The library will also do an authority record update on the catalog. This was last done five years ago. The goal is to run this update every five years from now on. Sinnes asked about dedicated outreach Wi-Fi. This unit will keep all the other Wi-Fi units free for patron use.

c) Consider acceptance of Library Board Bylaws submitted by the Bylaws Committee

Upson mentioned in article 4, section 5-the word *data* will be changed to *date*. Sinnes/Cornwell moved to approve new bylaws with correction to the typo. The votes are as follows: Yough, yes; Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved.

d) Consider acceptance of $22,089.19 in reimbursements for pandemic-related expenditures from the Oklahoma Department of Libraries' ARPA Targeted Reimbursement plan

The Oklahoma Department of Libraries offered to reimburse libraries for expenditures addressing pandemic-related issues. Funds reimbursed from previous fiscal years will go back to the City and not the library. Woods/Sinnes moved to accept reimbursement of ARPA funds. The votes are as follows: Yough,

yes; Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved.

e) Consider acceptance of Stillwater Public Library Trust Board request to execute a contract for the purpose of transitioning the Trust's Vanguard mutual fund accounts to a Vanguard brokerage account

The Trust would like to transition its Vanguard holdings into a brokerage account. The contract enabling this transition includes some clauses not typically approved by the City Attorney's Office, such as an arbitration clause and a choice of law other than Oklahoma. Vanguard declined to sign the City's document for banking institutions, which is not uncommon for large corporations. To move forward, the Library Board would need to approve the execution of the contract. Transitioning to the brokerage account allows the Trust to retain its current investments, but gives the Trust access to more investment choices, such as higher yield CDs. Vanguard will most likely move to brokerage-only accounts in the near future.

Woods/Ross moved to accept the Stillwater Public Library Trust's request to execute the Vanguard brokerage account transition contract. The votes are as follows: Yough, yes; Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved.

f) Six-month update on progress of 2022-2025 long range plan

The primary goal for library staff is documenting procedures. There has also been a dedicated effort to attend classes for continuing education. Regular meetings and the six-month update have helped staff stay on target with the plan.

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

The Centennial Event at the Sheerar was well received. There were 78 in attendance. DeLano thanks the board members for making the guests feel welcome. From fall until this time $19,389 in donations has been collected, including $7300 in matching money from Friends of the Library. The next event will be a family fun night on March 17.

The City of Stillwater is moving to a different web platform. This will include the library's website. Changes will take place in June or July. The library will select 8 links for regularly used functions to go on the main page. Staff feedback and Google Analytics will aid in the decision-making process. Patrons will be given plenty of advanced notice to get used to the change.

One Solution, the financial software the city uses, is getting an update in March. This may change how financial reports look. After some training, it may be possible to adjust the financial report so it is more meaningful for the Library Board.

b) Miscellaneous items from the Library Board
Yough encouraged all members to consider donating to the Trust.

According to the charter, the Library Chair needs to appoint a nominating committee for officers for the coming year. This will be on the agenda for the March meeting.

Yough shared that her second consecutive term ends in May but she will be resigning a few months early, effective immediately. Woods will take over as vice chair in the interim.

i. Discussion about scheduling items for upcoming meetings

7. ADJOURN

Cornwell/Upson moved to adjourn. The votes are as follows: Yough, yes; Woods, yes; McMillian, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved. The meeting adjourned at 1:39 p.m.

Prepared by: Naomi Brown, Recording Secretary

Approved by: Nicho Woods
Chair, Stillwater Public Library Board