



MINUTES

REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
NORTH BUILDING CONFERENCE ROOM
1107 SOUTH DUCK, ROOM 119
STILLWATER, OK 74074
JANUARY 25, 2022 | 12:00 NOON
library.stillwater.org

Board Members Present:	Cara Adney, Martha McMillian, Jill Rooker, Donna Sinnes, Mike Woods, Andrea Yough
Board Members Absent:	Kathryn Ross
Staff Present:	Teresa Chaufty, Stacy DeLano, Christy Driskel, Dennis McGrath

1. CALL MEETING TO ORDER
Yough called the meeting to order at 12:00 pm.
2. EXECUTIVE SESSION
Requests 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

At 12:02 pm, Adney/Sinnes made a motion to convene executive session for the purpose of 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. The votes were as follows: Adney, yes; McMillian, yes; Rooker, yes; Sinnes, yes; Woods, yes; Yough, yes. Motion approved.

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

- c) Vote to reconvene regular meeting

At 12:25 pm, a vote was taken to reconvene regular meeting. The votes were as follows: Adney, yes; McMillian, yes; Rooker, yes; Sinnes, yes; Woods, yes; Yough, yes. Motion approved.

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

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: December 14, 2021 Regular Meeting
- b. Stillwater Public Library December 2021 Financial Report
- c. Stillwater Public Library December 2021 Activity Report

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

4. 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 specifically states that no action will be taken.

- a. Consider Fiscal Year 2023 personnel budget

DeLano explained this month's board packet contains two personnel sheets: *FY23 worksheet* and *Proposed FY23 Personnel Budget*. On the worksheet, unfilled positions to be removed are highlighted in yellow and unfilled positions to keep highlighted in green. There has been one change since the November meeting when personnel was discussed - the 4th Children's Services Assistant part-time position will be filled instead of cut. Staff feel strongly that children and parents are a core audience which we need to concentrate on since programs & activities have been cut due to covid. She explained the personnel budget has already been submitted to the City with the understanding it will also need to be approved by the Library Board. The new personnel budget is \$70,000 less than last year. This does not represent a reduction in services to patrons. Job duties of several staff members will become more efficient due to the installation of the RFID system and outsourcing the processing of new materials. Sinnes/Rooker moved to approve the Fiscal Year 2023 personnel budget. The votes were as follows: Adney, yes; McMillian, yes; Rooker, yes; Sinnes, yes; Woods, yes; Yough, yes. Motion approved.

b. Consider revision of job description for Data Entry Operator

Job duties of the Data Entry Operator will change due to the outsourcing of processing of new materials. This position will now be able to work with the special collections. About 20 hours per week will be dedicated to the processing, digitization, and preservation of special collections. The other 20 hours will be used to process materials which are not outsourced. The job title will be changed to Technical Services Specialist. Adney/Sinnes moved to approve the revision of the job description for Data Entry Operator. The votes were as follows: Adney, yes; McMillian, yes; Rooker, yes; Sinnes, yes; Woods, yes; Yough, yes. Motion approved.

c. Consider the Holiday Schedule, revised to include the Juneteenth holiday and to correct minor errors

Next, DeLano explained although the holiday schedule is approved by the Library Board, the schedule does follow the City's schedule. The updated schedule now includes the Juneteenth holiday. Rooker/Sinnes moved to approve the Holiday Schedule, revised to include the Juneteenth holiday and to correct minor errors. The votes were as follows: Adney, yes; McMillian, yes; Rooker, yes; Sinnes, yes; Woods, yes; Yough, yes. Motion approved.

d. Consider results of the 100th Anniversary Committee's public survey

During the fall, members of the 100th Anniversary Committee worked together to create a survey asking patrons what they want/need from the library. The committee suggested the survey results be shared with the Library Board. Tentatively, plans are to bring to the three boards involved, the goals & activities of the committee in the late spring. Survey results were discussed among board members. No action was taken.

5. REPORTS FROM OFFICERS AND 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. Report from the Library Director

- DeLano reported covid has been a huge disruption and challenge to the library and staff. Despite this, the staff has been doing a great job.
- Since the last meeting, storytimes have been paused due to covid. A reassessment of this decision is done every two weeks. The next reassessment will be around February 1st. It could be held outdoors depending on the weather.
- Staff had a project management meeting with the RFID equipment provider. This project has begun and will be worked on in the next 3-5 months. SPL is receiving a huge amount of assistance from the City's IT Department which is much appreciated.
- SPL has closed out the Big Read grant. We had around 1,800 in attendance.
- DeLano reported on a bill being introduced into the OK legislature regarding books in public school libraries. At this time, it does not include public libraries.

- DeLano and staff member Emily States have started their final school semester in attaining their MLIS.

b. Miscellaneous items from the Library Board

- i. Discussion about scheduling items for upcoming meetings

None.

5. QUESTIONS & INQUIRIES

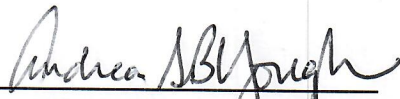
At this time, a guest attending the board meeting introduced himself. His name is Terry Austin. There were no questions or inquiries.

6. ADJOURN

Sinnes/Rooker moved to adjourn. The votes were as follows: Adney, yes; McMillian, yes; Rooker, yes; Sinnes, yes; Woods, yes; Yough, yes. Meeting adjourned at 1:00 pm.

Prepared by: Teresa Chaufy, Recording Secretary

Approved by:


Chair, Stillwater Public Library Board