Minutes
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
NORTH BUILDING CONFERENCE ROOM
1107 SOUTH DUCK, 3RD FLOOR RECEPTION AREA
STILLWATER, OK. 74074
JANUARY 24, 2023, 12:00 NOON
library.stillwater.org

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

Staff present: **Emily States, Naomi Brown, Ashlyn Garis**

1. **CALL MEETING TO ORDER Woods called the meeting to order at 12:01 p.m.**

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: Jan. 10, 2023, Special Meeting
   b) Stillwater Public Library December 2022 Financial Reports
   c) Stillwater Public Library December 2022 Activity Reports

   Cornwell asked for clarification on the discussion about streamlining the financial reports. Cornwell said she values viewing the same report as City Council and City staff, even if it requires asking questions for clarification. Cornwell doesn't necessarily want to see the board making decisions with a different set of data than other City departments. Woods explained that the report can be difficult to interpret and he would like to see it formatted in a more useful manner for the

board. The report also lacks information Woods would like to know, such as the actual library budget for the last five years and the trend line for the last 10 years. Woods said the board didn't ask for major changes but asked to continue the conversation. Upson asked if it's possible to format new reports using the finance software. Brown said she did not know but would find out.

Upson asked why the number of visitors to the library's website was unavailable in the Activity Report. States explained that Google Analytics is not functioning properly. States and the IT department are investigating to find solutions. This may affect the figure for the month of January as well.

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

3. **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.
No comments

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 entry specifically states that no action will be taken.

a) Consider acceptance of FY21-22 State Aid from Oklahoma Department of libraries for $17,432.00 (pending review by City Attorney)

States said since the budget has not been finalized, the decision on how to spend State Aid funds has not been finalized. Initially, DeLano would have liked to use about half the funds to subscribe to needed software applications and to lease a patron printer. The other half would have been reserved in case part of the budget needs to be returned to the City. Once the target budget for FY 23-24 is known, a new plan will be created.

Ross/Sinnes moved to accept FY 21-22 State Aid funds. The votes are as follows: Woods, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved.

b) Consider acceptance of the Adult Online High School grant from Oklahoma Department of Libraries for $8312.50 (pending revision by ODL)

This grant provides online high school classes for adults 25 years and older. The grant funds will provide scholarships for five people to attend online classes through Gale, the database company. This grant will also allow the library to

purchase laptops that can be loaned to the students while they are completing the program. States contacted the ESL department at OSU along with the group that is assisting Afghan refugees living in the area. There are already five or six people potentially interested in participating. Since classes can be offered in many different languages, it would allow these students to work toward getting a high school diploma while still learning English. Sinnes asked about revisions made to the contract. Garis said the Legal department has adjusted some language in the contract including the indemnification clause in section 9. The adjusted contract will be available shortly.

Sinnes/Ross moved to accept the Adult Online High School Grant. The votes are as follows: Woods, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved.

c) Update on library staff proposal for the FY23-24 Operating and Materials budget
There is no budget to vote on yet. The City has not provided the three-year average which provides a target budget amount. Budgets are likely going to be tight. A committee of City directors was created to work on the budget. There is currently no timeline available for when the budget will be completed. DeLano will update the board with any new information she receives.

d) Consider Bylaw Committee's proposed Library Board Bylaws
Upson took into account recommendations from the board and shared the changes with the Legal department. The only item of concern is in Article 3, Section 3 under Removal. The sentence related to recommending the removal of a member conflicts with the charter and has been deleted.

Cornwell asked Garis what circumstances might necessitate City Counsel removing a board member for the good of the service. Garis said she would forward the question to Carnley to answer.

The other portions of the bylaws discussed are as follows:

- **Article 4, Section 10-comment 3-a member of the public could submit a request for comment up to the time the meeting is called to order.**
- **Article 4, Section 10-the wording in the last sentence was discussed but left as is since it was previously approved.**

The Bylaws committee will make the needed change to Article 3 and would like to consider acceptance of the Bylaws in the next regular board meeting. The Library Board expressed thanks to the Bylaws committee for all their hard work.

5. 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
none

b) Miscellaneous items from the Library Board
   i. Discussion about scheduling items for upcoming meetings
   Cornwell announced that a library history display will be unveiled at the Stillwater History Museum. The event will be the first of many Centennial events for 2023. The event will be held on February 23, 6-8 p.m. Email invitations will be sent to board members soon.

   States said that along with the history display, the Library Lock-in event is currently advertised on the library website. It will take place on Friday, March 17 from 7-11 p.m. Other Centennial events include:

   - **Library beer release and Story Slam with Iron Monk in May**
   - **Read-a-thon in conjunction with Summer Reading Program**
   - **Library beer release and trivia night with Stone Cloud Brewery in September**
   - **Haunted Library event in October**

6. ADJOURN

Cornwell/Sinnes moved to adjourn. The votes are as follows: Woods, yes; Ross, yes; Sinnes, yes; Cornwell, yes; Upson, yes. Motion approved. Meeting adjourned at 12:36 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: Andrea D. Badger-Yorgensen
Chair, Stillwater Public Library Board