MINUTES

REGULAR MEETING
STILLWATER PUBLIC LIBRARY TRUST BOARD
STILLWATER PUBLIC LIBRARY, NORTH BUILDING, 3RD FLOOR RECEPTION SPACE
1107 SOUTH DUCK, STILLWATER, OK 74074
MARCH 9, 2022 | 4:00 PM
library.stillwater.org

Board Members Present:	**Matt Hull, Barbara Miller, Sandeep Nabar**
Board Members Absent:	**Linda Burks, Cindy Finkle**
Staff Present:	**Stacy DeLano, Teresa Chaufty, Dennis McGrath**

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1. CALL MEETING TO ORDER
Barbara called the meeting to order at 4:07 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 Trust 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. Approval of minutes: November 10, 2021 Regular Meeting

Sandeep/Matt moved to approve items on the consent docket. The votes were as follows: Matt, yes; Barbara, yes; Sandeep, yes. Motion approved.

3. GENERAL ORDERS
The Trust 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. Status Report: Expenditures from Stillwater Public Library Trust Projects (no action)

Stacy reported there were two expenditures for a total of $185 since the last meeting. These were for donor nameplates.

b. Status Report: Donations made to the Stillwater Public Library Trust (no action)

Stacy reported there were nine donations since the last meeting totaling $14,177.60.

c. Update on Exchange Bank CD including discussion and possible consideration of making changes to the investment

Stacy reported the amount of interest from the fourth quarter of 2021 is $459.30.

d. Update on RCB CD including discussion and possible consideration of making changes to the investment

Stacy reported there were four interest allocations since the last meeting for a total of $435.21.

e. Update on Vanguard accounts including discussion and possible consideration of making changes to the account investments

Stacy reported there has been a slight decline in the balances of the Vanguard accounts. Balances as of March 4, 2022 are:

- **VFIAX (1) - $24,201.84**
- **VFIAX (2) - $320,176.25**
- **VBIAX (List) - $106,663.78**
- **VMFXX - $49,574.70**

f. Update on Claim on Cash including discussion and possible consideration to making changes to the claim on cash funds

The balance of the cash account on March 4, 2022 is $48,239.34. Stacy reminded board members this account is used to fund requests made by the staff.

g. Status Report: Mabel King Fund balance (no action)

The balance of this account as of March 4, 2022 is $54,543.57.

h. Consider options for recognition of Edwards's donation

Stacy reported the initial donation was $15,000: $10,000 for the Trust and $5,000 to the library to purchase children's books. According to the listing of Trust Donation Recognition Levels, a donation of $10,000 falls into the category of a donor plaque on a public service desk, other area, or program supporter. As of now, all desks have a donor plaque except the meeting room desk. However, this may not be suitable for this particular donation. It would be possible to add a donor plaque to the children's help desk resulting in two donor plaques on this desk. Another possibility is to place plaques on two book stacks. Donor has also requested to have parent's name on plaques instead of her own. Board members discussed different options for plaques and requested that Stacy invite the donor to choose from the following five options: 1) plaque on meeting room desk, 2) adding a second plaque to the children's desk, 3) a plaque on one book stack, 4) a recognition through the 100th anniversary fundraising, or 5) defer the decision until more information is available on 100th anniversary recognition options. Matt/Sandeep moved to approve the five options for the Edwards donation recognition. The votes were as follows: Matt, yes; Barbara, yes; Sandeep, yes. Motion approved.

i. Consider request for the reimbursement of a recognition nameplate for Linehan donation

Stacy reminded board members of a request that was made at the September 2021 meeting for the purchase of a name plate to be placed in the north lobby. Later, Stacy was contacted by the donor's daughter with a request to do the same for him. This request was not brought to the board since it was unable to meet in January. In order to get the nameplate made by the donor's birthday, Finance allowed Stacy to make this purchase using the library's miscellaneous donation account with the understanding the Trust Board would reimburse the library. Matt/Sandeep moved to approve the reimbursement for a recognition nameplate for the Linehan donation. The votes were as follows: Matt, yes; Barbara, yes; Sandeep, yes. Motion approved.

j. Consider addition of third donor plaque in the southwest lobby

The two large plaques, in the southwest lobby, each have space for thirty name plates. With the addition of the recent name plate, they are now full. Each large plaque has an estimated cost of $4,000. Sandeep/Matt moved to have Stacy investigate other options for a third donor plaque. The votes were as follows: Matt, yes; Barbara, yes; Sandeep, yes. Motion approved.

k. Consider changes in donation amounts eligible for recognition

Next, Stacy asked board members if they thought it was time to re-work donation levels. These amounts may have been set in place when the Trust was first organized. Stacy will contact other libraries, comparable in size to SPL, about their recognition levels. Barbara/Sandeep moved to have Stacy investigate donation amounts eligible for recognition and report at next meeting. The votes were as follows: Matt, yes; Barbara, yes; Sandeep, 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 Trust business that may require discussion or action (including a vote or series of votes) are listed below.

a. Miscellaneous items from the Library Director

- **SPL has partnered with the OSU School of Geology to bring an exhibit on ocean floor drilling to the Stillwater area.**
- **The second Storywalk is currently being installed at Strickland Park. This storywalk will contain accessible activities with braille and audio.**
- **Staff has begun tagging items with the RFID tags.**

b. Miscellaneous items from the Trust Board

i) Discussion about scheduling items for upcoming meetings

- **None.**

ii) Upcoming reappointments

- **Stacy reminded Matt and Sandeep that it is time for their reappointments. Both expressed an interest in being reappointed.**

5. QUESTIONS & INQUIRIES

None.

6. ADJOURN

Matt/Sandeep moved to adjourn. The votes were as follows: Matt, yes; Barbara, yes; Sandeep, yes. Motion approved. Meeting adjourned at 4:48 pm.

Prepared by: Teresa Chaufty, Recording Secretary

Approved by: Barbara Miller

Chair, Stillwater Public Library Trust Board