



AGENDA
REGULAR MEETING - STILLWATER PUBLIC LIBRARY TRUST BOARD
STILLWATER PUBLIC LIBRARY, NORTH BUILDING CONFERENCE ROOM 119
1107 SOUTH DUCK, STILLWATER, OK. 74074
January 12, 2022
4:00 P.M.
library.stillwater.org

1. CALL MEETING TO ORDER

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 Meeting

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)
- b. Status Report: Donations made to the Stillwater Public Library Trust (no action)
- c. Update on Exchange Bank CD including discussion and possible consideration of making changes to the investment
- d. Update on RCB CD including discussion and possible consideration of making changes to the investment
- e. Update on Vanguard accounts including discussion and possible consideration of making changes to the account investments

- f. Update on Claim on Cash including discussion and possible consideration to making changes to the claim on cash funds
- g. Status Report: Mabel King Fund balance (no action)
- h. Consider options for recognition of Edwards donation
- i. Consider request for the purchase of a recognition nameplate for Linehan donation
- j. Consider addition of third donor plaque in the southwest lobby
- k. Consider changes in donation amounts eligible for recognition

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
- b. Miscellaneous items from the Trust Board
 - i) Discussion about scheduling items for upcoming meetings

5. QUESTIONS & INQUIRIES

6. ADJOURN

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 8101.

On _____, a true and correct copy of this agenda was posted on the kiosk outside City Hall, 723 S. Lewis Street.



MINUTES

REGULAR MEETING
STILLWATER PUBLIC LIBRARY TRUST BOARD
STILLWATER PUBLIC LIBRARY
NORTH BUILDING ROOM 119
1107 SOUTH DUCK, STILLWATER, OK 74074
NOVEMBER 10, 2021 | 4:00 PM
library.stillwater.org

Board Members Present:	Cindy Finkle, Barbara Miller, Sandeep Nabar
Board Members Absent:	Linda Burks, Matt Hull
Staff Present:	Stacy DeLano, Library Director; Teresa Chafty, Recording Secretary

1. CALL MEETING TO ORDER

Barbara called the meeting to order at 4:16 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: September 8, 2021 Regular Meeting

Sandeep/Cindy moved to approve items on the consent docket. The votes were as follows: Cindy, 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 no expenditures since the last meeting.

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

Stacy reported there were two donations since the last meeting totaling \$850.

- c. Status Report: Exchange Bank CD (no action)

Stacy reported the amount of interest from the third quarter of 2021 is \$461.33.

- d. Status Report: RCB CD (no action)

Stacy reported there were two interest allocations for a total of \$219.53.

- e. Status Report: Vanguard Statement

Stacy reported on the balances of the Vanguard accounts as of November 8, 2021:

- VFIAX (1) - \$25,931.67
- VFIAX (2) - \$343,063.06
- VBIAX (List) - \$114,679.47
- VMFXX - \$49,573.07

- f. Status Report: Claim on Cash

The balance of the cash account on November 8, 2021 is \$34,237.74.

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

The balance of this account as of November 8, 2021 is \$54,543.57.

- h. Consider schedule of 2022 meeting dates

Board members discussed a possible change in the meeting time. Stacy will send all board members an email letting them know that best dates and times for the Board meetings will be discussed at the January meeting. However, an approved meeting schedule does need to be voted on today and sent to the City Clerk. Sandeep/Cindy moved to approve the schedule of 2022 meeting dates. Votes were as follows: Cindy, yes; Barbara, yes; and 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

- **The Big Read will wrap up tomorrow evening with the finale at the OSU airport hangar.**
- **SPL has received a grant to install an RFID system.**

- b. Miscellaneous items from the Trust Board

- i) Discussion about scheduling items for upcoming meetings

- **Cindy reported the FOL mini book sales have started and are going well. FOL is considering a book sale in March at the Payne County Expo building.**

5. QUESTIONS & INQUIRIES

None.

6. ADJOURN

Sandeep/Cindy moved to adjourn. The votes were as follows: Cindy, yes; Barbara, yes; Sandeep, yes. Motion approved. Meeting adjourned at 4:38 pm.

Prepared by: Teresa Chaufy, Recording Secretary

**Approved by: _____
Chair, Stillwater Public Library Trust Board**

Stillwater Public Library Trust Accounts Report (January 2022)

a. Status Report: Exchange Bank CD (DOM 9/28/24)		
Interest received	06/28/21 - \$458.32	
2.63%	09/27/21 - \$461.33	
	12/29/21 - \$459.30	
b. Status Report: RCB CD (DOM 5/13/24)		
Interest received	05/17/21 - \$108.55	
3.00%	06/15/21 - \$105.31	
	06/30/21 - \$109.09	
	08/17/21 - \$105.83	
	09/09/21 - \$109.63	
	10/13/21 - \$109.90	
	11/10/21 - \$106.62	
	12/10/21 - \$110.45	
c. Status Report: Vanguard Statement \$530,081.20 (Nov: \$533,247.27)		
VFIAX (1)	\$22,830.82	05/5/21
	\$23,618.72	07/1/21
	\$24,835.21	08/30/21
	\$25,931.67	11/08/21
	\$25,887.20	01/10/22
VFIAX (2)	\$302,042.90	05/5/21
	\$312,464.95	07/1/21
	\$328,558.48	08/30/21
	\$343,063.06	11/08/21
	\$342,472.62	01/10/22
VBIAX (List)	\$105,755.13	05/5/21
	\$108,457.61	07/1/21
	\$111,746.98	08/30/21
	\$114,679.47	11/08/21
	\$112,147.48	01/10/22
VMFXX	\$49,570.57	05/5/21
	\$49,571.40	07/1/21
	\$49,571.82	08/30/21
	\$49,573.07	11/08/21
	\$49,573.90	01/10/22
d. Status Report: Claim on Cash Report		
	\$35,134.56	07/1/21

\$30,811.29	08/30/21
\$34,237.74	11/08/21
\$46,896.74	01/10/22

e. Status Report: Mabel King Fund balance

\$54,231.97	08/30/21
\$54,543.57	11/08/21
\$54,543.57	01/10/22

12/10/2022

SPLT Investment Type Ratios

			Stock v. Safe	Stock v. Safe v. Hybrid
Exch Bank & RCB				
CDs	18.89%	\$114,682.09		
VFIAX 1	4.26%	\$25,887.20		
VFIAX 2	56.40%	\$342,472.62		
VBIAX List	18.47%	\$112,147.48		
Money Market	8.16%	\$49,573.90		
Cash	5.79%	\$35,134.56		
		\$679,897.85		
Safe				
Exch Bank & RCB				
CDs		\$115,358.46		
Money Market		\$49,573.90		
Cash		\$35,134.56		
		\$200,066.92	0.35196606	0.29396782
Stock				
VFIAX 1		\$25,887.20		
VFIAX 2		\$342,472.62		
		\$368,359.82	0.64803394	0.541248565
Total Safe + Stock		\$568,426.74		
Hybrid				
VBIAX List		\$112,147.48		0.164783615
Total All		\$680,574.22	1	1

Trust Donation Recognition Levels

- Up to \$500 - Book of Honor
- \$501 to \$999 - Framed List
- \$1,000 to \$2,499 - Bronze Plaque
- \$2,500 to \$4,999 - Donor Plaque on Book Stacks or Other Equipment
- \$5,000 to \$9,999 - Donor Plaque on Major Furnishing or Special Equipment
- \$10,000 to \$19,999 - Donor Plaque on Public Service Desk, Other Area, or Program Supporter
- \$20,000 to \$49,999 - Donor Plaque on Conference Room
- \$50,000 and Up - Donor Plaque on Major Room or Other Appropriate Recognition