



MINUTES

REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY, NORTH BUILDING
CONFERENCE ROOM 313
1107 SOUTH DUCK, STILLWATER, OK 74074
October 23, 2018 | 12:00 NOON
library.stillwater.org

Board Members Present: Cara Adney, Cathy Albright, Robin Cornwell, Hugh Crethar, Gary Stanton, Andrea Yough
Board Members Absent: Wanda Cunningham
Staff Present: Teresa Chaufy, Melody Kellogg

1. CALL MEETING TO ORDER
Cornwell called the meeting to order at 12:01 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 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: September 25, 2018 Regular Meeting
 - b. Stillwater Public Library September 2018 Financial Report
 - c. Stillwater Public Library September 2018 Activity Report

Albright/Crethar moved to approve items on the consent docket. The votes were as follows: Adney, yes; Albright, yes; Cornwell, yes; Crethar, yes; Stanton, yes; Yough, yes. Motion approved.

3. 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 renewal of Space Agreement with Stillwater Literacy Council for calendar year 2019

Adney/Yough moved to approve renewal of Space Agreement with Stillwater Literacy Council for calendar year 2019. The votes were as follows: Adney, yes; Albright, yes; Cornwell, yes; Crethar, yes; Stanton, yes; Yough, yes. Motion approved.

b. Consider approval of the 2019 Schedule of Regular Meetings for the Stillwater Library Board

Board members were advised three meeting dates have been scheduled for the third Tuesday of the month instead of the fourth Tuesday. Albright/Cornwell moved to approve the 2019 Schedule of Regular Meetings for the Stillwater Library Board. The votes were as follows: Adney, yes; Albright, yes; Cornwell, yes; Crethar, yes; Stanton, yes; Yough, yes. Motion approved.

c. Consider acceptance of the 2019 eMedia Grant from Institute of Museum and Library Services passing through Oklahoma Department of Libraries in the amount of \$35,500.

Kellogg reported this is another grant to be used for the purchase of eMedia for the OK Virtual Library Consortium. A budget revision for this amount is required and will need to be approved by City Council. Cornwell/Stanton moved to accept the 2019 eMedia grant from IMLS passing through ODL in the amount of \$35,500. The votes were as follows: Adney, yes; Albright, yes; Cornwell, yes; Crethar, yes; Stanton, yes; Yough, 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 Library business that may require discussion or action (including a vote or series of votes) are listed below.

a. Activity Report from the Library Director

Kellogg noted one correction under Administrative Activities. The correct due date for the Capital Improvements Plan is November 21. She reported on some building problems which need to be addressed. These are: plumbing problems, fire suppression sprinkler system, and outdoor irrigation system. She is also looking into the cost of having some of the furniture cleaned and/or replaced. Other topics discussed were: Health Literacy Grant,

Library's web site, eRate refund for 2018, and procedures for enforcing the Personal Conduct Policy.

b. Miscellaneous items from the Library Board

i) Discussion about scheduling items for upcoming meetings

None.

5. **QUESTIONS & INQUIRIES**

None.

6. **ADJOURN**

Meeting adjourned at 12:51 pm.

Prepared by: Teresa Chafty, Recording Secretary

Approved by:



Chair, Stillwater Public Library Board