



MINUTES
SPECIAL MEETING
STILLWATER PUBLIC LIBRARY BOARD
VIA VIDEOCONFERENCE
April 27, 2021 | 12:00 NOON
library.stillwater.org

Library Board Member	Method of Participation
Robin Cornwell	Remotely-Via Videoconference
Andrea Yough	Remotely-Via Videoconference
Jill Rooker	Remotely-Via Videoconference
Mike Woods	Remotely-Via Videoconference
Martha McMillian	Remotely-Via Videoconference

Other participants: Stacy DeLano, Library Director; Teresa Chaufty, Recording Secretary; Kimberly Carnley, City Attorney.

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: March 23, 2021 Special Meeting
 - b. Stillwater Public Library March 2021 Financial Report
 - c. Stillwater Public Library March 2021 Activity Report

Board members inquired about the low balances of the HVAC Repair account and the Full & Part Time salary accounts. DeLano explained that repairs on the HVAC system was more extensive than anticipated and funds have been moved into the HVAC account to cover the expense. She also explained that because the City is on a July to June fiscal calendar, the salary accounts are on target with 3 months remaining in the fiscal year. McMillian/Woods moved to approve items on the consent docket. The votes were as follows: Cornwell, yes; McMillian, yes; Rooker, yes; Woods, 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 specifically states that no action will be taken.

a. Election of officers

The current officers are Robin Cornwell as Chair and Cara Adney as Vice-Chair. DeLano reminded board members the terms of Cornwell and Albright will end in May. Cornwell nominated Andrea Yough as Chair and Cara Adney as Vice-Chair. Cornwell/Woods moved to approve Andrea Yough as Chair. The votes were as follows: Cornwell, yes; McMillian, yes; Rooker, yes; Woods, yes; Yough, yes. Motion approved. Cornwell/Rooker moved to approve Cara Adney as Vice-Chair. The votes were as follows: Cornwell, yes; McMillian, yes; Rooker, yes; Woods, yes; Yough, yes. Motion approved.

b. Consider approval of \$3 fine waiver coupons to be provided as Summer Reading Program prize options

DeLano explained prizes are awarded to SRP participants once they reach specified reading thresholds. Participants may choose from a variety of prizes. This year, the staff would like to include a coupon which readers could use to pay down fines on their account. Rooker/Yough moved to approve \$3 fine waiver coupons to be provided as Summer Reading Program prize options. The votes were as follows: Cornwell, yes; McMillian, yes; Rooker, yes; Woods, yes; Yough, yes. Motion approved.

c. Consider acceptance of \$10,000 NEA Arts Engagement in American Communities grant

NEA provided confirmation via email that the library has been awarded the \$10,000 grant. These funds will be used to pay online performers for 2021 SRP. McMillian/Yough moved to approve acceptance of \$10,000 NEA Arts Engagement in American Communities grant. The votes were as follows: Cornwell, yes; McMillian, yes; Rooker, yes; Woods, yes; Yough, yes. Motion approved.

d. Consider application to the American Rescue Plan: Grants for Humanities

Organizations for projects up to \$200,000 through the National Endowment for the Humanities; potentially including a migration project to Radio Frequency Identification (RFID) tagging of library materials

DeLano reported there is no match required with this grant for which staff would like to apply. Proposed grant activities will include engaging a consultant to help identify the needs of library patrons through surveys and focus groups and migrating to RFID tagging of library materials. She explained the RFID system would make everyday library procedures, such as self-checkout and inventory, more efficient and position the library for future RFID services, such as book check-in and wayfinding. Yough/Rooker moved to approve the application to the American Rescue Plan: Grants for Humanities Organizations for projects up to \$200,000 through the National Endowment for the Humanities; potentially including a migration project to Radio Frequency Identification (RFID) tagging of library materials. The votes were as follows: Cornwell, yes; McMillian, yes; Rooker, yes; Woods, yes; Yough, yes. Motion approved.

4. 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. **The time limit for library visits will expand from 1 hour to 2 hours on May 1. The lobby check-in desk procedures will also change on May 3. Staff will create a system for patrons to monitor their time in the library.**
- ii. **DeLano reported because of strict spending rules there is a surplus in some of the library's accounts. The surplus will be used to implement some capital improvement-type projects such as installation of a fence to enclose an area in the courtyard.**
- iii. **We have filled 3 positions – 2 aides and 1 shelver.**
- iv. **The “Big Read” author is scheduled for November 11, 2021.**

b. Miscellaneous items from the Library Board

- i. **None.**

5. QUESTIONS & INQUIRIES

None.

6. ADJOURN

Rooker/Yough moved to adjourn. The votes were as follows: Cornwell, yes; McMillian, yes; Rooker, yes; Woods, yes; Yough, yes. Motion approved. Meeting adjourned at 12:58 pm.

Prepared by: Teresa Chafty, Recording Secretary

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