



MINUTES

SPECIAL MEETING
STILLWATER PUBLIC LIBRARY BOARD
VIA VIDEOCONFERENCE
March 23, 2021 | 12:00 NOON
library.stillwater.org

Library Board Member

Robin Cornwell
Andrea Yough
Cara Adney (joined @ 12:32)
Jill Rooker
Mike Woods
Martha McMillian

Method of Participation

Remotely-Via Videoconference
Remotely-Via Videoconference
Remotely-Via Videoconference
Remotely-Via Videoconference
Remotely-Via Videoconference
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 12:04 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: February 23, 2021 Special Meeting
- b. Stillwater Public Library February 2021 Financial Report
- c. Stillwater Public Library February 2021 Activity Report

Board members asked if there were concerns about the natural gas bill. The bill just received is for \$615 while the bill for February was \$402. There may be possible adjustments in future bills. Board members also asked about the final column on the financial report titled "Pct Rem." DeLano stated this is the "Percentage Remaining" in the library's accounts for the fiscal year. On the activity report, board members asked about the difference in program

attendance this year and last year. DeLano reported last year's attendance was all in-person while this year's attendance is virtual. Woods/McMillian 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. Consider Electronic Device Checkout Guidelines and Agreement

DeLano explained this agreement was created in conjunction with the current health literacy grant. It will allow the lending of tablets from last year's ODL Census grant and hotspots to patrons to gain access to the online mindfulness module purchased for the grant. The hotspots have built in filtering to comply with the Child Internet Protection Act. The agreement does include overdues & fines as well as charges for damaged & lost devices. Hotspot devices, and potentially tablets, not returned by the due date will have the internet access turned off, making it unusable. The lending of these items for the health literacy grant will serve as a "pilot lending" program for future lending of such devices. Yough/McMillian moved to approve the Electronic Device Checkout Guidelines and Agreement. The votes were as follows: Cornwell, yes; McMillian, yes; Rooker, yes; Woods, yes; Yough, yes. Motion approved.

b. Consider acceptance of Oklahoma Department of Libraries grants for conference attendance

DeLano reported ODL has offered funding for conference attendance. Funding will be handled by ODL and not deposited with the City of Stillwater. However, recordkeeping will be maintained as that of a normal grant. SPL has 4 staff members who applied and were granted funding to "virtually" attend conferences. McMillian/Rooker moved to approve Oklahoma Department of Libraries grants for conference attendance. The votes were as follows: Cornwell, yes; McMillian, yes; Rooker, yes; Woods, yes; Yough, yes. Motion approved.

c. Consider acceptance of Oklahoma Department of Libraries eMedia grant for \$200,000

DeLano explained this grant would be for the purchasing of eBooks, eAudio, and eMagazines for the OK Virtual Library Consortium. All libraries belonging to the consortium will have access to the new purchases. SPL will administer the spending of the grant which must be completed by the end of September 2021. For the first time, SPL may be able to recoup overhead costs (staff time) of administering the grant. Woods/Adney moved to approve acceptance of Oklahoma Department of Libraries eMedia grant for \$200,000 with approval of City Attorney. The votes were as follows: Adney, yes; Cornwell, yes; McMillian, yes; Rooker, yes; Woods, yes; Yough, yes. Motion approved.

d. Discussion about fines, including enabling auto renewal (no action will be taken)

DeLano stated she has been investigating the elimination of fines. She suggested 3 possibilities: 1) no fines at all, 2) no fines for juveniles, and 3) auto renewals for items with

2 renewals. DeLano asked for the types of information Board members would like when the issue is discussed in depth in the future. Board members discussed the “fines & forfeitures” revenue account in the library’s budget and how fines may limit the access to items for some patrons.

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

1) What are libraries?

DeLano shared a document she wrote titled, “The library is a system of information transfer.” It lists the purpose of a library which remains constant over time despite changes in information formats and information sharing tools.

2) Terms ending May 3, 2021

DeLano reminded the board of Cathy Albright and Robin Cornwell’s terms ending in May. She also asked Board members to encourage potential candidates to apply. Cornwell reported some of her duties as Chair are: attending monthly board meetings, attending weekly meeting with library director & assistant city manager, signing documents, etc.

b. Miscellaneous items from the Library Board

Board member McMillian commented on the weekly newspaper article “Library Shelf” and how she enjoys reading it.

c. Requests to schedule items for upcoming meetings

1) Elections

Election of officers will be held at the April meeting.

5. QUESTIONS & INQUIRIES

None.

6. ADJOURN

Yough/Rooker moved to adjourn. The votes were as follows: The votes were as follows: Adney, yes; Cornwell, yes; McMillian, yes; Rooker, yes; Woods, yes; Yough, yes. Meeting adjourned at 1:14 pm.

Prepared by: Teresa Chafty, Recording Secretary

Approved by: _____

Chair, Stillwater Public Library Board