



## **MINUTES**

REGULAR MEETING  
STILLWATER PUBLIC LIBRARY TRUST BOARD  
STILLWATER PUBLIC LIBRARY  
NORTH BUILDING CONFERENCE ROOM  
ROOM 313  
1107 SOUTH DUCK  
STILLWATER, OK. 74074  
January 11, 2017  
12:30 PM  
[library.stillwater.org](http://library.stillwater.org)

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**Board Members Present:** Linda Burks, Cindy Finkle, Barbara Miller, Sandeep Nabar  
**Board Members Absent:** Matt Hull  
**Staff Present:** Lynda Reynolds, Teresa Chaufy

1. CALL MEETING TO ORDER

**Barbara called the meeting to order at 12:30pm.**

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 9, 2016 Regular Meeting

**Linda/Sandeep moved to approve items on the consent docket. The votes were as follows: Linda, yes; 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 on this item)

**Reynolds reviewed the only item on report – a charge to Overdrive for \$6,000. This expense was approved by the Board in September 2016.**

- b. Status Report: Exchange Bank December 31, 2016 Statement (no action on this item)

**Reynolds reviewed Exchange Bank statement showing a total of \$13.13 in interest paid for 2016.**

- c. Status Report: Vanguard December 31, 2016 Statement (no action on this item)

**Reynolds reviewed Vanguard statement with Board. Board members discussed the two 500 Index Funds.**

- d. Status Report: Trailing 3 year (12 quarter) average of Library Trust total market value as of December 31, 2016 (no action on this item)

**Reynolds reviewed report which is created by City of Stillwater Finance Department.**

- e. Status Report: Mabel King Trust balance as of January 11, 2017 (no action on this item)

**Reynolds reported the Mabel King Trust balance is \$52,580.90.**

- f. Approval of increase Trust funding for books from \$5,000 donation.

**Reynolds reported SPL received a \$5,000 donation which the donor requested be used for the purchase of books. Reynolds asked the Board if this donation could be added to the Trust book expenditure account. This would allow staff to purchase adult nonfiction and teen books. SPL has not been able to purchase these types of books since October 2016. Donor also requested no recognition for this donation. Linda/Cindy moved to approve the addition of the \$5,000 donation to the Trust book expenditure account for the purchase of books. The votes were as follows: Linda, yes; Cindy, 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
  - i) Legislative Reception – Jan. 12, 2017, 5-7pm  
**Reynolds reported the Legislative Reception will be held tomorrow evening, Thursday, January 12, from 5-7pm, in the Library’s auditorium. The public will be able to visit with their State Legislators, County Commissioners, City Councilors, and more. She also reported the Library has started registering participants for the “Simple Steps to Better Health” program which starts in February.**
  
- b. Miscellaneous items from the Trust Board
  - i) Discussion about scheduling items for upcoming meetings  
**Board members indicated they would like to discuss the budget for the upcoming fiscal year at the March meeting.**

5. QUESTIONS & INQUIRIES

**Barbara asked if donations to the Trust will hamper future library budgets from the City.**

6. ADJOURN

**Meeting adjourned at 1:05pm.**

**Prepared by: Teresa Chaufy, Recording Secretary**

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