



## **MINUTES**

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

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

1. CALL MEETING TO ORDER

**Barbara called the meeting to order at 12:30 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: May 10, 2017 regular Meeting

**Cindy/Linda moved to approve items on the consent docket. The votes were as follows: Linda, yes; Cindy, yes; Barbara, 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 FY16-17 (no action on this item)

**Reynolds distributed list and reported all purchases have been made.**

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

**Reynolds reported two donations were made since the last meeting for a total of \$320. She also reported contributions from a patron have now totaled the amount required to have his name placed on the plaque in the southwest lobby. She has contacted the patron for permission to do so.**

- c. Status Report: Exchange Bank Statement (no action on this item)

**Reynolds reviewed Exchange Bank statement showing an account total of \$8,744.34 for the end of June 2017.**

- d. Status Report: Vanguard Statement (no action on this item)

**Reynolds reviewed the Vanguard statement showing a balance of \$211,974.71 for the quarter ending June 30, 2017.**

- e. Status Report: Trailing 3 year (12 quarter) average of Library Trust total market value (no action on this item)

**Reynolds reviewed report from City of Stillwater Finance Department. Amount for spending in the new FY will be 4% of the June 2017 average. This amount is \$13,986.50.**

- f. Mabel King Fund balance (no action on this item)

**Reynolds reported the Mabel King Fund balance is \$52,847.86. Interest earned from this account will be used to purchase children's books.**

- g. Consider Stillwater Public Library Trust Projects Request FY17-18

**Reynolds reviewed list which includes electronic materials, books, funding for a 2018 Community Read, and donor recognitions. Linda/Cindy moved to approve the Stillwater Public Library Trust FY17-18 Project Requests. The votes were as follows: Linda, yes; Cindy, yes; Barbara, yes. Motion passed.**

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

**Lynda reported to Board the Library is now able to fill vacant positions. Positions have been advertised and the hiring process has begun.**

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

**None.**

5. QUESTIONS & INQUIRIES

**None.**

6. ADJOURN

**Meeting adjourned at 1:10 pm.**

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

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