



AGENDA
REGULAR MEETING - STILLWATER PUBLIC LIBRARY TRUST BOARD
STILLWATER PUBLIC LIBRARY, NORTH BUILDING CONFERENCE ROOM 119
1107 SOUTH DUCK, STILLWATER, OK. 74074
November 10, 2021
4:00 P.M.
library.stillwater.org

1. CALL MEETING TO ORDER

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: September 8, 2021 Meeting

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)
- b. Status Report: Donations made to the Stillwater Public Library Trust (no action)
- c. Status Report: Exchange Bank CD (no action)
- d. Status Report: RCB CD (no action)
- e. Update on Vanguard accounts including discussion and possible consideration of making changes to the account investments
- f. Update on Claim on Cash including discussion and possible consideration to making changes to the claim on cash funds

- g. Status Report: Mabel King Fund balance (no action)
- h. Consider schedule of 2022 meeting dates

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

5. QUESTIONS & INQUIRIES

6. ADJOURN

The City of Stillwater encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, please notify the Library Director at least 48 hours prior to the meeting by calling 405.372.3633 ext 8101.

On _____, a true and correct copy of this agenda was posted on the kiosk outside City Hall, 723 S. Lewis Street.



MINUTES

REGULAR MEETING
STILLWATER PUBLIC LIBRARY TRUST BOARD
STILLWATER PUBLIC LIBRARY
NORTH BUILDING ROOM 119
1107 SOUTH DUCK, STILLWATER, OK 74074
SEPTEMBER 8, 2021 | 4:00 PM
library.stillwater.org

Board Members Present: Cindy Finkle, Matt Hull, Barbara Miller, Sandeep Nabar
Board Members Absent: Linda Burks
Staff Present: Stacy DeLano, Library Director; Teresa Chaufy, Recording Secretary;
Kimberly Carnley, Assistant City Attorney

1. CALL MEETING TO ORDER

Barbara called the meeting to order at 4:00 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 12, 2021 Special Meeting

Matt/Sandeep moved to approve items on the consent docket. The votes were as follows: Matt, 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)

Stacy reported there were two expenditures since the last meeting for a total of \$3,996.99. This was for the purchase of books for the upcoming Big Read.

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

Stacy reported there were five donations since the last meeting totaling \$1,806.22.

- c. Status Report: Exchange Bank CD (no action)

Stacy reported the amount of interest from the second quarter of 2021 is \$458.32.

- d. Status Report: RCB CD (no action)

Stacy reported the total interest for the past four months is \$428.78.

- e. Status Report: Vanguard Statement

These are the balances of the Vanguard accounts as of August 30, 2021:

- VFIAX (1) - \$24,835.21
- VFIAX (2) - \$328,558.48
- VBIAX (List) - \$111,746.98
- VMFXX - \$49,571.82

- f. Status Report: Claim on Cash

The balance of the cash account on August 30, 2021 is \$30,811.29. However, this is approximately \$4,000 less than the balance as of July 1, 2021. Stacy will clarify the difference and report at the next meeting.

- g. Status Report: Mabel King Fund balance (no action)

The balance of this account as of August 30, 2021 is \$54,231.97. Only the interest from this account may be spent. No funds from this account were spent in the last FY. Stacy told the board that staff is comfortable leaving the small amount of interest generated in the account in the hope that its growth will provide a more sizeable distribution for the purchase of books in the future.

- h. Election of Chair and Vice-Chair

Nominating committee member Sandeep Nabar reported committee would like to retain current officers – Barbara Miller as Chair and Linda Burks as Vice-Chair. Sandeep/Matt moved to retain current officers. Votes were as follows: Matt, yes; Barbara, yes; and Sandeep, yes. Motion approved.

- i. Consider FY21 Annual Trust Report

This report is a compilation of finances, expenditures, and activities of the Trust Board for the previous fiscal year. It will also need approval from the Library Board, City Council, and Friends of the Library Board. Barbara/Sandeep moved to approve the FY21 Annual Trust Report. The votes were as follows: Matt, yes; Barbara, yes; Sandeep, yes. Motion approved.

- j. Consider request for the purchase of two donor recognition plaques

Stacy reported two plaques need to be purchased. One will be placed in the north lobby for the recognition of a \$1,000 donation. The other will be placed near the multi-language book section. Total for both is \$200. Matt/Sandeep moved to approve the purchase of two donor plaques. The votes were as follows: Matt, yes; Barbara, yes; Sandeep, yes. Motion approved.

Cindy arrived at 4:18 pm.

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

- Registration for the Big Read will begin on September 15.
- Outdoor programs for the Big Read will take place October 2 – November 11.
- FOL has postponed the fall booksale.
- The 100th Anniversary committee met recently and listened to a speaker who discussed fundraising and activities.

b. Miscellaneous items from the Trust Board

i) Discussion about scheduling items for upcoming meetings

- Board would like to talk about creation of a policy allowing Library Director to make purchases such as the plaques in item j.

5. QUESTIONS & INQUIRIES

None.

6. ADJOURN

Sandeep/Matt moved to adjourn. The votes were as follows: Cindy, yes; Matt, yes; Barbara, yes; Sandeep, yes. Motion approved. Meeting adjourned at 4:33 pm.

Prepared by: Teresa Chaufy, Recording Secretary

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

Stillwater Public Library Trust Accounts Report (September 2021)

a. Status Report: Exchange Bank CD (DOM 9/28/24)		
Interest received		06/28/21 - \$458.32
2.63%		09/27/21 - \$461.33
b. Status Report: RCB CD (DOM 5/13/24)		
Interest received		05/17/21 - \$108.55
3.00%		06/15/21 - \$105.31
		06/30/21 - \$109.09
		08/17/21 - \$105.83
		09/09/21 - \$109.63
		10/13/21 - \$109.90
c. Status Report: Vanguard Statement \$533,247.27		
VFIAX (1)	\$22,830.82	05/5/21
	\$23,618.72	07/1/21
	\$24,835.21	08/30/21
	\$25,931.67	11/08/21
VFIAX (2)	\$302,042.90	05/5/21
	\$312,464.95	07/1/21
	\$328,558.48	08/30/21
	\$343,063.06	11/08/21
VBIAX (List)	\$105,755.13	05/5/21
	\$108,457.61	07/1/21
	\$111,746.98	08/30/21
	\$114,679.47	11/08/21
VMFXX	\$49,570.57	05/5/21
	\$49,571.40	07/1/21
	\$49,571.82	08/30/21
	\$49,573.07	11/08/21
d. Status Report: Claim on Cash Report		
	\$35,134.56	07/1/21
	\$30,811.29	08/30/21
	\$34,237.74	11/08/21
e. Status Report: Mabel King Fund balance		
	\$54,231.97	08/30/21
	\$54,543.57	11/08/21

11/8/2021

SPLT Investment Type Ratios

			Stock v. Safe	Stock v. Safe
			Stock v. Safe	v. Hybrid
Exch Bank & RCB CDs	18.89%	\$114,682.09		
VFIAX 1	4.27%	\$25,931.67		
VFIAX 2	56.50%	\$343,063.06		
VBIAX List	18.89%	\$114,679.47		
Money Market	8.16%	\$49,573.07		
Cash	5.64%	\$34,237.74		
		\$682,167.10		
Safe				
Exch Bank & RCB CDs		\$114,682.09		
Money Market		\$49,573.07		
Cash		\$34,237.74		
		\$198,492.90	0.349774849	0.29223025
Stock				
VFIAX 1		\$25,931.67		
VFIAX 2		\$343,063.06		
		\$368,994.73	0.650225151	0.543250778
Total Safe + Stock		\$567,487.63		
Hybrid				
VBIAX List		\$111,746.98		0.164518972
Total All		\$679,234.61		1

**SCHEDULE OF REGULAR MEETINGS
FOR THE CALENDAR YEAR OF 2022**

Stillwater Public Library Trust Board

DATE	TIME	MEETING LOCATION
January 12, 2022	4:00	Stillwater Public Library
March 9, 2022	4:00	Stillwater Public Library
May 11, 2022	4:00	Stillwater Public Library
July 13, 2022	4:00	Stillwater Public Library
September 14, 2022	4:00	Stillwater Public Library
November 9, 2022	4:00	Stillwater Public Library

Submitted By:	
Title:	
Address:	

Phone Number:	
Fax Number:	

Received and filed in the Stillwater City Clerk's Office on the _____ day of _____, _____.