

**Minutes of the Special Meeting
Of the
Stillwater Public Library Board
October 17, 2016**

Present: Library Board members, Cathy Albright, Robin Cornwell, Wanda Cunningham, Gary Stanton, Library Director Lynda Reynolds, Substitute Recording Secretary Sherri Dunagan, Norman McNickle, City Manager.

Absent: Cara Adney, Hugh Crethar, and Judy Nelson

Cornwell called the meeting to order at 11:57 pm.

The only item on the agenda was consideration of the Stillwater Public Library FY2017 budget revision to materials and services to reflect a reduction in expenditures per request of City Manager's office.

Norman McNickle, City Manager, gave board members copies of the City of Stillwater General Fund Budget Analysis FY2017. He explained that revenue from sales tax is down again this year. After receiving the results of the end-of-year audit, all City departments will need to make at 20% reduction in their budgets this year to have enough in the budget for next year. As of October 10 there was an immediate freeze on all open positions, carry forwards, and capital projects and out of state travel. At this time there will be no reduction in the workforce or furloughs. Employees step increases will continue. The amended budgets will be presented to the City Council either Nov. 7 or Nov. 17.

Reynolds told the Board as of October 10 all library expenditures were frozen. Any positions that come open will not be filled. Next, Reynolds explained the process used to prepare the library budget cut including review of total expenditures in each account for FY2016 to determine cuts for FY17; canceling any outstanding services not yet paid for including databases and maintenance agreements; determining encumbered expenses not yet paid; and determining alternate sources for teen and adult materials, periodicals, one database and staff training, Children's materials and teen and children's programming will be funded through the ADA grant. At the present time personnel budgets are under projected budgeted amounts, but Reynolds was advised by City Finance not to reduce at this time. Reynolds explained each line item reduction in the FY17 budget which resulted in a 9.87% cut.

After discussion, the board decided to approve the reductions as submitted and agreed to meet at a later date if any more reductions were needed.

Albright/Cunningham moved to approve the Stillwater Public Library FY2017 budget revision to materials and services to reflect a reduction in expenditures per request of City Manager's office. The votes were as follows: Albright, yes; Cornwell, yes; Cunningham, yes; Stanton, yes. Motion approved.

Meeting adjourned at 12:58 pm.

Respectfully submitted,

Sherri Dunagan
Substitute Recording Secretary