

**Minutes of the Regular Meeting
Of the
Stillwater Public Library Board
November 29, 2016**

Present: Library Board members, Robin Cornwell, Hugh Crethar, Wanda Cunningham, Judy Nelson, Gary Stanton, Library Director Lynda Reynolds, Recording Secretary Teresa Chaufy, Adult Services Supervisor Stacy DeLano, and Special Projects Director John McClenny.

Absent: Cara Adney and Cathy Albright.

Cornwell called the meeting to order at 12:00 pm.

The Board considered approval of the following items on the consent docket: minutes of the October 25, 2016 regular meeting, financial report for October 2016, and activity report for October 2016. Stanton/Nelson moved to approve items on the consent docket. The votes were as follows: Cornwell, yes; Crethar, yes; Cunningham, yes; Nelson, yes; Stanton, yes. Motion approved.

The Board next heard status reports:

a) Library programming: Reynolds reported on upcoming programs. The Winter Reading Program will begin on December 4 for children, teens, & adults and will continue through February 4. "Simple Steps to Better Health" is the name of a new health literacy program starting in February. This program will run for 5 months covering a different health topic each month. The series is aimed at the low-literacy population. Registration is required and will begin in January.

b) FY17 Library budget: Reynolds reported a budget resolution will be presented at the December 5 City Council meeting. The City Manager has asked departments to implement a hiring freeze and cancel carryforwards & purchase of capital items for the remainder of the current fiscal year. The Library submitted a 9.8% budget cut.

Next, Board considered Librarian II job descriptions to reflect changes to FLSA and position title. Reynolds presented 4 job descriptions explaining each contained 2 changes: change in title and change from exempt to non-exempt. Crethar/Cunningham moved to approve changes to Librarian II job descriptions and position title. The votes were as follows: Cornwell, yes; Crethar, yes; Cunningham, yes; Nelson, yes; Stanton, yes. Motion approved.

Next, Board considered the Personal Conduct policy. Reynolds explained this is an existing policy with 2 revisions. The first revision is the following statement added to the beginning: "*The Stillwater Public Library strives to be a gathering place that is welcome to all and provides equal access and services to all people of varied backgrounds and needs.*" The second revision is to the last category of what is **not allowed** in the Library. It now reads: "*bedrolls, suitcases, large or multiple bags, and carts.*" Nelson/Crethar moved to approve revisions to the Personal Conduct policy. The votes were as follows: Cornwell, yes; Crethar, yes; Cunningham, yes; Nelson, yes; Stanton, yes. Motion approved.

Board next considered the Special Collections policy. Reynolds explained this is a new policy. In the past few years, SPL has applied for and received grants to develop and

improve the preservation and collection of historical items. This policy provides guidelines and criteria for the acceptance and preservation of items from the public. Cunningham/Stanton moved to approve the Special Collections policy. The votes were as follows: Cornwell, yes; Crethar, yes; Cunningham, yes; Nelson, yes; Stanton, yes. Motion approved.

Next, the Board received a tour from Stacy DeLano of the Stillwater Public Library Special Collections Center. DeLano showed Board members the moveable shelving units which greatly increased the storage space for archived items. She also showed the digitization system built by library staff to digitize materials to be hosted by the Oklahoma Department of Libraries website.

Meeting adjourned at 12:56 pm.

Respectfully submitted,

Teresa Chaufy
Recording Secretary