

**Minutes of the Regular Meeting
Of the
Stillwater Public Library Board
May 24, 2016**

Present: Library Board members, Cara Adney, Cathy Albright, Robin Cornwell, Wanda Cunningham, Sally Harris, Gary Stanton, Library Director Lynda Reynolds, Recording Secretary Teresa Chaufty, and Special Projects Director John McClenny.

Absent: Judy Nelson.

Harris called the meeting to order at 12:00 pm and welcomed new Board members, Cara Adney and Wanda Cunningham.

The Board considered approval of the following items on the consent docket: minutes of the April 26, 2016 regular meeting, financial reports for April 2016, and activity report for April 2016. Cornwell/Albright moved to approve items on the consent docket. The votes were as follows: Adney, yes; Albright, yes; Cornwell, yes; Cunningham, yes; Harris, yes; Stanton, yes. Motion approved.

The Board next heard status reports:

a) NEA grant final report for community read: Reynolds reviewed the NEA grant final report with the board. She explained how the attendance number was calculated in "Part IIB" of the report. The instructions stated to not "double-count" repeat attendees. Therefore, the attendance count was divided in two resulting in the total count of 1,883. The count for the library statistics is 3,458 and includes non NEA supported events. She also reported attendance at this community read was the highest of any community read previously held. It also brought about much discussion on diversity and the Tulsa Race Riot.

b) Library programming-summer reading: Reynolds distributed 2016 SRP fliers with information on the Children's & Teen programs. She told the board there will also be an Adult SRP this year. More information on all three programs can be found on the library's webpage.

c) Updated staff roster: Reynolds distributed an updated staff roster to board. She reviewed several changes that have recently occurred among the staff and briefly explained the different positions & departments within the library.

Next, Board considered the Resolution for Schools and Libraries Universal Services (E-rate) for 2016-17. This resolution authorizes the filing of the form 471 applications for funding year 2016-17 and the payment of the applicant's share upon approval of funding and receipt of services. Reynolds explained SPL will receive a 60% discount towards broadband services for the public as well as the purchase of equipment. The selected provider for broadband services is AT&T. Stanton/Adney moved to approve Resolution for Schools and Libraries Universal Services (E-rate) for 2016-17. This resolution authorizes the filing of the form 471 applications for funding year 2016-17 and

the payment of the applicant's share upon approval of funding and receipt of services. The votes were as follows: Adney, yes; Albright, yes; Cornwell, yes; Cunningham, yes; Harris, yes; Stanton, yes. Motion approved.

Board next heard from nominating committee members Sally Harris and Robin Cornwell. Sally Harris reported Robin Cornwell has agreed to serve as Chair and Cathy Albright has agreed to serve as Vice-Chair. Their terms will begin in August. Adney/Stanton moved to approve Robin Cornwell as Chair and Cathy Albright as Vice-Chair. The votes were as follows: Adney, yes; Albright, yes; Cornwell, yes; Cunningham, yes; Harris, yes; Stanton, yes. Motion approved.

Harris left at 12:45 pm.

Board next considered revisions to Administrative Clerk, Library Aide, Shelver, and Technology Manager job descriptions. Board members were provided job descriptions with proposed revisions. Albright/Cunningham moved to approve the revisions to Administrative Clerk, Library Aide, Shelver, and Technology Manager job descriptions. The votes were as follows: Adney, yes; Albright, yes; Cornwell, yes; Cunningham, yes; Stanton, yes. Motion approved.

Board next considered re-appointment of Matt Hull to the Library Trust Board. Reynolds explained the SPL Trust Board consists of five members who manage the trust accounts. Two of the members are appointed by the Library Board, two are appointed by the City Council, and one is appointed by the Friends of the Library Board. Trust Board members serve three years with their terms ending on June 30. Stanton/Cornwell moved to approve the re-appointment of Matt Hull to the Library Trust Board. The votes were as follows: Adney, yes; Albright, yes; Cornwell, yes; Cunningham, yes; Stanton, yes. Motion approved.

Meeting adjourned at 12:53 pm.

Respectfully submitted,

Teresa Chaufty
Recording Secretary