MINUTES
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
NORTH BUILDING CONFERENCE ROOM
ROOM 313
1107 SOUTH DUCK
STILLWATER, OK 74074
DECEMBER 19, 2017
12:00 NOON
library.stillwater.org

Board Members Present: Cara Adney, Cathy Albright, Robin Cornwell, Wanda Cunningham
Board Members Absent: Hugh Crethar, Gary Stanton, Andrea Yough
Staff Present: Lynda Reynolds, Teresa Chaufty

1. CALL MEETING TO ORDER
Cornwell called the meeting to order at 11:59 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 Library 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. Minutes: November 28, 2017 Regular Meeting
c. Stillwater Public Library November 2017 Activity Report

Cunningham/Albright moved to approve items on the consent docket. The votes were as follows: Adney, yes; Albright, yes; Cornwell, yes; Cunningham, yes. Motion approved.
3. GENERAL ORDERS

The Library 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. Library programming (no action on this item)

The Winter Reading Program kicked off on December 9th with a skating session at Stillwater's Winter Wonderland. There were approximately 300 in attendance and 250 WRP registrations. Regular programming will resume in January for Adults, Teens and Children’s. Reynolds reminded board members of the Legislator’s Reception on January 11th and the kickoff for the community reading event on March 1st.

b. Receipt of $6,000 grant from the National Endowment for the Humanities for preservation supplies for Special Collections (no action on this item)

Reynolds reported on grant submitted by Stacy Delano and Terry Berry (volunteer). These funds will be used to purchase archival materials for items in Special Collections.

c. Consider Library Board policies per State Aid Rules for 2018:

i. Art Acquisition Policy
Reynolds reported the 2 members of the Art Committee are Cara Adney and Robin Cornwell. The committee meets as needed to review and recommend selected art for Library Board consideration. Reynolds recommended no changes and asked the Board to reaffirm this policy. Albright/Adney moved to reaffirm the Art Acquisition Policy. The votes were as follows: Adney, yes; Albright, yes; Cornwell, yes; Cunningham, yes. Motion approved.

ii. Bulletin Board Policy
Reynolds explained the Library has 1 bulletin board in the southwest lobby and display rail systems in the north lobby & north building. Display rail systems in the north building hallways are used mainly by staff. The public is allowed to post notices in the lobbies with approval of the Director. Reynolds recommended no changes and asked the Board to reaffirm this policy. Albright/Cunningham moved to reaffirm the Bulletin Board Policy. The votes were as follows: Adney, yes; Albright, yes; Cornwell, yes; Cunningham, yes. Motion approved.

iii. Customer Telephone Calls
Reynolds explained this policy states the staff will not search or page patrons for non-emergency phone calls. Reynolds recommended no changes and asked the Board to reaffirm this policy. Cunningham/Cornwell moved to reaffirm policy for Customer Telephone Calls. The votes were as follows: Adney, yes; Albright, yes; Cornwell, yes; Cunningham, yes. Motion approved.
iv. E-rate Procurement, Gift and Retention Policy
Reynolds explained this policy outlines the procedures for requesting and considering competitive bids for E-rate services/goods and gifts. Board members discussed FCC guidelines and if SPL is in compliance with the most recent guidelines. A suggestion was made to possibly include a link to the FCC webpage in the E-rate policy. Reynolds will review this possibility. Cornwell/Albright moved to table the consideration of the E-rate Procurement, Gift and Retention Policy until the next meeting. The votes were as follows: Adney, yes; Albright, yes; Cornwell, yes; Cunningham, yes. Motion approved.

v. Holiday Schedule
Reynolds explained the purpose of this policy is to inform the public of the holiday closings and early closings. Board members asked why the early closing times were not the same. They indicated this might be confusing for patrons. Reynolds will discuss these closing times with staff. Adney/Cunningham moved to table the consideration of the Holiday Schedule until the next meeting. The votes were as follows: Adney, yes; Albright, yes; Cornwell, yes; Cunningham, yes. Motion approved.

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 Library business that may require discussion or action (including a vote or series of votes) are listed below.

a. Miscellaneous items from the Library Director
   None.

b. Miscellaneous items from the Library Board
   i. Discussion about scheduling items for upcoming meetings
      None.
   
   ii. Legislator’s Reception – Thursday, January 11, 2018, 5-7pm
      This was discussed earlier in Library Programming.

5. QUESTIONS & INQUIRIES
None.

6. ADJOURN
Meeting adjourned at 12:26 pm.

Prepared by: Teresa Chaufty, Recording Secretary

Approved by: [Signature]
Chair, Stillwater Public Library Board