MINUTES
REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
NORTH BUILDING CONFERENCE ROOM
ROOM 313
1107 SOUTH DUCK
STILLWATER, OK 74074
JANUARY 24, 2017
12:00 NOON
library.stillwater.org

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

1. CALL MEETING TO ORDER
   Cornwell called the meeting to order at 12:00 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 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: December 20, 2016 Regular Meeting
   b. December 2016 Stillwater Public Library Financial Report
   c. December 2016 Stillwater Public Library Activity Report

   Stanton/Nelson moved to approve items on the consent docket. The votes were as
   follows: Adney, yes; Albright, yes; Cornwell, yes; Crethar, yes; Cunningham, yes;
   Nelson, yes; Stanton, 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. Discuss FY18 Stillwater Public Library Budget (no action on this item)

Reynolds reported to Board she has received instruction from the City’s CFO, Melissa Reames, to submit the Library’s FY18 budget by January 31st. For the upcoming budget year, the City will be using the “zero-based budgeting” method. She reminded board members the Library’s budget will need board approval which may require a special meeting. Board member Crethar stated this budget method often includes justification statements.

b. Update on Stillwater Public Library 2016-19 Long Range Plan (no action on this item)

Reynolds reviewed year 1 of the 3 year LRP with Board. She highlighted the 4 goals (Information, Service, Accessibility, Technology) and the strategies used to satisfy these goals.

c. Authorization for Staff to apply for $6,000 preservation grant to National Endowment for the Humanities for Special Collections Center

Reynolds explained staff would like to apply for a $6,000 preservation grant for the purchase of archival materials to house and preserve the current collection in the Special Collections Center. Previously, a grant was received in 2014 which allowed purchase of moveable shelving for use in the Special Collections Center. Adney/Crethar moved to approve the application for a $6,000 preservation grant to the National Endowment for the Humanities for the Special Collections Center. The votes were as follows: Adney, yes; Albright, yes; Cornwell, yes; Crethar, yes; Cunningham, yes; Nelson, yes; Stanton, 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
   i. Upcoming Library programming
      Reynolds reported on the following programs:
      January 28 – Shred Day, 9-11 am
      February 1 – Sci Fi Film Club, 6:30 pm
      February 4 – Starting Your Business, 10 am
      February 6 – AARP Tax Assistance begins
      February 7 – Simple Steps to Better Health

b. Miscellaneous items from the Library Board
   i. Discussion about scheduling items for upcoming meetings
Board members discussed the need for a special meeting concerning FY 18 budget. If not needed, this item could be placed on the agenda for the February regular meeting.

5. QUESTIONS & INQUIRIES
None.

6. EXECUTIVE SESSION
Request for confidential communication regarding the employment, appointment, promotion, demotion, disciplining or resignation of Library Director Lynda Reynolds, pursuant to 25 O.S. § 307 (B)(1) of the Oklahoma Open Meeting Act.

a. Vote to convene executive session
At 12:50 pm, Stanton/Albright moved to convene executive session for the purpose of confidential communication regarding the employment, appointment, promotion, demotion, disciplining or resignation of Library Director Lynda Reynolds, pursuant to 25 O.S. § 307 (B)(1) of the Oklahoma Open Meeting Act. The votes were as follows: Adney, yes; Albright, yes; Cornwell, yes; Crethar, yes; Cunningham, yes; Nelson, yes; Stanton, yes. Motion approved.

b. Discuss employment, appointment, promotion, demotion, disciplining or resignation of Library Director Lynda Reynolds

c. Vote to reconvene regular meeting
At 12:57 pm, Albright/Adney moved to reconvene regular meeting. The votes were as follows: Adney, yes; Albright, yes; Cornwell, yes; Crethar, yes; Cunningham, yes; Nelson, yes; Stanton, yes. Motion approved.

d. Action (including vote or series of votes) regarding employment, appointment, promotion, demotion, disciplining or resignation of Library Director Lynda Reynolds.

Albright/Cunningham moved to accept the Library Director’s evaluation summary with one change and to retain the Library Director at her current salary. The change is: strike out comment 2, under Organizational Growth: “I am not sure how often Lynda reviews her goals...” (The Board felt this issue was well addressed at today’s board meeting.) The votes were as follows: Adney, yes; Albright, yes; Cornwell, yes; Crethar, yes; Cunningham, yes; Nelson, yes; Stanton, yes. Motion approved.

7. ADJOURN
Meeting adjourned at 12:58 pm.

Prepared by: Teresa Chaufty, Recording Secretary

Approved by: 
Chair, Stillwater Public Library Board