



MINUTES

REGULAR MEETING
STILLWATER PUBLIC LIBRARY BOARD
STILLWATER PUBLIC LIBRARY
NORTH BUILDING CONFERENCE ROOM
ROOM 313
1107 SOUTH DUCK
STILLWATER, OK 74074
NOVEMBER 28, 2017
12:00 NOON
library.stillwater.org

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

1. CALL MEETING TO ORDER
Cornwell called the meeting to order at 12:02 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: October 17, 2017 Special Meeting
 - b. Stillwater Public Library October 2017 Financial Report
 - c. Stillwater Public Library October 2017 Activity Report

Albright/Cornwell moved to approve items on the consent docket. The votes were as follows: Albright, yes; Cornwell, yes; Cunningham, 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. Library programming (no action on this item)

Upcoming programs for Adults include: SciFi Film Night, Tai Chi, and Meridian classes. Making the Most of Retirement and Bookworms will resume in January. Upcoming programs in January include Legislator's Reception, MLK Day activities, and Shred Day. Teens continue with Video Game Design Club, Fandom Friday, Anime Club, and Makerspace. Teens have begun a new Makerspace project – two hydroponic gardens. One will be donated to a local food bank when completed.

b. Consider revisions to Meeting Room Policy

Reynolds reviewed two revisions in the policy with the board. The first revision added the statement, *The Library does not rent meeting rooms after normal business hours*, to the section titled Available Hours. The second revision changes the description of the Setup/Cleanup Fee. It now includes the statement, *Reservations with food service*. Stanton/Cunningham moved to approve revisions to the Meeting Room Policy. The votes were as follows: Albright, yes; Cornwell, yes; Cunningham, yes; Stanton, yes. Motion approved.

c. Consider revision to Computer and Internet Use Policy

Reynolds explained this policy contains a consent form (Appendix A) which a parent must sign for children under 18. This form indicates what level of access to the Internet a child is allowed to have. (These forms are retained for future reference.) Staff would like to delete consent form from the official policy allowing revisions to be made without having the Board to approve each time. Stanton/Albright moved to approve revision to Computer and Internet Use Policy. The votes were as follows: Albright, yes; Cornwell, yes; Cunningham, 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

Reynolds reported to the Board she will be bringing more policies to future meetings for revisions/reaffirmation. This is according to directions received from the State Library. She also reminded Board next month's meeting will be one week earlier on December 19th.

b. Miscellaneous items from the Library Board

i. Discussion about scheduling items for upcoming meetings

None.

5. QUESTIONS & INQUIRIES

None.

6. ADJOURN

Meeting adjourned at 12:25 pm.

Prepared by: Teresa Chafty, Recording Secretary

Approved by: 
Chair, Stillwater Public Library Board