EOLS Board of Trustees Meeting Minutes

Location: EOLS Administrative Offices, 14 East Shawnee Bypass, Muskogee, Oklahoma 74403

Date: November 18, 2025

Time: 1:00 p.m.

1. Call to Order by Mike Jackson 1:02 p.m.

2. Roll Call: **Quorum is Established**
   - **Present:** Mike Jackson, Robyn Burris, Nancy Farrier, Todd Franke, Sue Ann Ghormley, Peggy Glenn, Karen Martin (1:09 pm), Allen Rau, Stewart Stidham, Wren Stratton, Tim Thompson (left 2:18 pm), Kelly Trumbull, Andrea VanSandt (1:09 pm), and Shannon Vann
   - **Online:** None
   - **Absent:** Glen Clark, Amber Hunt, Ashley Morgan, Pam Smith, Tammy Sparkman, and Judy Waterbury
   - **Staff Present:** Kathy Seibold, Belle Brown, Shelley Brandon, Rachel Reid, James Williamson, and Shavonne Cragg

3. Open Forum - *Three minutes per speaker. Nine minutes total per group, on the same topic.*

   No Speakers

4. Consent Agenda: Approved in three separate votes (see below)
   - Minutes for September 23, 2025

     Motion made by Stratton to approve the minutes, seconded by Thompson.

     Ayes: Mike Jackson, Robyn Burris, Nancy Farrier, Todd Franke, Sue Ann Ghormley, Peggy Glenn, Karen Martin, Allen Rau, Stewart Stidham, Kelly Trumbull, Andrea VanSandt, and Shannon Vann

     Nays: None

     Motion passed.

   - Personnel Action Report

     Cragg presented the personnel action report, noting recent hires, resignations, one retirement, internal promotions, position changes, and two terminations. Overall, staffing transitions were reported as smooth.

     Motion made by Vann to approve the Personnel Actions, seconded by Glenn.

     Ayes: Mike Jackson, Robyn Burris, Nancy Farrier, Todd Franke, Sue Ann Ghormley, Peggy Glenn, Karen Martin, Allen Rau, Stewart Stidham, Kelly Trumbull, Andrea VanSandt, and Shannon Vann

Nays: None

Motion passed.

- Surplus List-none

  Seibold and Williamson reported on surplus items, including items sold at Muskogee and equipment no longer in use. Williamson indicated that the majority of the items on the list are related to IT, due to new computer purchases and the cleaning out of old equipment from the computer workroom.

  Motion made by Vann to approve the consent agenda, seconded by Ghormley.

  Ayes: Mike Jackson, Robyn Burris, Nancy Farrier, Todd Franke, Sue Ann Ghormley, Peggy Glenn, Karen Martin, Allen Rau, Stewart Stidham, Kelly Trumbull, Andrea VanSandt, and Shannon Vann

  Nays: None

  Motion passed.

5. Financial Report

   - Brandon reviewed the financial reports for July, August, and September, including balance sheets, revenue and expenditure reports, bank reconciliations, and special revenue funds. Notable items included:
   - Two online subscription expenditures affected by posting-date errors are currently being corrected so they appear on statements. We have consulted our Sage representative about correcting the mistake. Brandon will report an update at the next meeting.
   - A $375,000 donation from the City of Muskogee Foundation in support of the Imagine More Campaign was posted in August. It is the first installment of a $1.5 million pledge.
   - Overall financial position reported as stable, with $1.5 million in emergency reserve and an additional $600,000 in operating reserve.
   - Branch managers now have direct access to special revenue reports that mirror general revenue accounts, making it easier to track revenue and expenditures.

   Motion made by Stratton to approve the July, August, and September 2025 financial reports as presented and seconded by Burris—motion carried by roll call vote.

   Ayes: Mike Jackson, Robyn Burris, Nancy Farrier, Todd Franke, Sue Ann Ghormley, Peggy Glenn, Karen Martin, Allen Rau, Stewart Stidham, Kelly Trumbull, Andrea VanSandt, and Shannon Vann
   Nays: None

   Motion passed.

6. FY 2025 Audit Presentation

Gabe Richardson from Jackson, Fox, and Richardson presented the FY 2025 audit, including the auditor's opinion, governance letter, pension and OPEB reports, and the internal controls review. Richardson commended the board and staff for the good work they do to ensure the agency's stability and legality.

Notable items included:

Strong and Growing Community Engagement

- In FY2025, EOLS circulated nearly 890,000 items (approximately 660,000 physical and 229,598 digital), reflecting sustained and diverse use of library resources.
- Libraries received approximately 500,000 in-person visits systemwide.
- Use of core services continued to rise, including a 53% increase in computer and Wi-Fi usage and a 52% increase in meeting room use, underscoring libraries' role as essential community spaces.

Expanded Programs and Outreach

- Outreach programming increased by 11%, strengthening partnerships with early learning centers, schools, and after-school programs to support literacy and learning.
- Meeting rooms were heavily used by community groups for meetings, workshops, and events, reinforcing the libraries' civic and educational value.

Significant Philanthropic Investment

The system received a $1.5 million seed funding pledge from the City of Muskogee Foundation to support the *Imagine More* campaign, representing a significant investment in the future of library services and facilities.

Stable Financial Position with Improved Systems

- Total FY2025 revenues were approximately $7.5 million, primarily from general revenues, including ad valorem taxes, sales tax, state aid, and interest.
- Operating expenses totaled approximately $6.2 million, resulting in a positive change in financial position.
- Implementation of a new accounting system required a transition period, but it is now functioning as intended, strengthening financial reporting and internal processes.

Facilities and Long-Term Stewardship

Management highlighted the age and condition of several library facilities, noting the importance of long-term planning, assessment, and phased investment to maintain safe, functional, and welcoming library buildings across the system.

The audit resulted in a clean opinion with no findings.

Motion made by Martin to accept the FY 2025 audit was made, and Burris seconded—motion carried by roll call vote.

Ayes: Mike Jackson, Robyn Burris, Nancy Farrier, Todd Franke, Sue Ann Ghormley, Peggy Glenn, Karen Martin, Allen Rau, Stewart Stidham, Kelly Trumbull, Andrea VanSandt, and Shannon Vann

Nays: None

Motion passed.

7. 2026 Holiday Calendar Correction

   Seibold presented corrections to the previously approved calendar, including date adjustments and a clarification regarding the observance of Independence Day.

   Motion made by Martin to approve the corrected Board Meeting and Staff Holiday Calendar, and Stratton seconded—motion carried by roll call vote.

   Ayes: Mike Jackson, Robyn Burris, Nancy Farrier, Todd Franke, Sue Ann Ghormley, Peggy Glenn, Karen Martin, Allen Rau, Stewart Stidham, Kelly Trumbull, Andrea VanSandt, and Shannon Vann

   Nays: None

   Motion passed.

8. Warner Public Library Facility Discussion

   Architect Mike Martin presented a proposal addressing structural and water-infiltration issues at the Warner Public Library.

   - Current Issues: The ground outside the building is higher than the floor inside, causing significant water issues. Additionally, the post office parking lot drainage and leaking windows are contributing to deterioration. The problems stem from longstanding and complex conditions, including site grading, drainage, building-envelope failures, and water intrusion.

   - Proposed Plan: Martin advised against piecemeal or "band-aid" repairs. He recommended a phased architectural approach, beginning with discovery, analysis, and preliminary design to identify causes and solutions fully. The proposed process would allow the library system to obtain preliminary cost estimates after Phase One, prior to committing to complete construction documents or to bid. The total management cost for the project is estimated at $28,000.

     Martin emphasized the importance of knowing the total cost to fully remediate and renovate the building before seeking city participation, philanthropic funding, or making decisions about long-term investment in a facility not owned by EOLS.

   - Board Discussion: Farrier pointed out that the post office building is not owned by the federal government and suggested holding them accountable for the water that drains from their parking area toward the library. Seibold pointed out that the mayor and city council would have to do that because they own the building. The library has no leverage.

Board members highlighted the need for clear agreements with the City of Warner regarding building use, long-term commitment, and shared responsibility if significant funds are invested.

Members stressed the importance of professional oversight during bidding and construction to ensure quality, cost control, contractor qualifications, and protection of public funds.

Franke pointed out that EOLS shouldn't rely on a single proposal. It is customary and sometimes mandatory to seek three estimates. Seibold stated that architects can be hired without a closed bid process, but that three estimates is still a practice the agencies follow for large purchases and construction work. Franke further stated that even if an architect or contractor appears qualified, it's good practice to review multiple options and compare approaches and costs. Whoever oversees the project effectively acts as the library's agent, so it's critical that they ensure licensure and insurance, compliance with contracts and regulations, and the quality of the work.

- Seibold stated she would do the following for the January meeting:
    1. Ask Mike Martin to break his proposal into the three phases of work and cost for phase one.
    2. Seek proposals from other architects.

No action taken.

9. Strategic Plan

Seibold updated the board on the strategic planning process and will bring additional details in the January meeting.

Motion made by Martin to adjourn, seconded by Stratton.

Meeting adjourned at 2:32 p.m.

Next EOLS Board Meeting: Regularly scheduled meeting, January 20, 2026