Board of Trustees Meeting Minutes

Location: Support Services Meeting Room, 14 E. Shawnee St., Muskogee, OK 74403, and via Zoom
Date: May 19, 2026
Time: 1:00 p.m.

1. Call to Order

President Mike Jackson called the meeting to order at 1:00 p.m. A quorum was present.

2. Roll Call

Board Members Present: Andrea VanSandt, Glen Clark, Julie Orcutt, Karen Martin, Kelly Trumbull, Melissa West-Earp, Mike Jackson, Peggy Glenn, Shannon Vann, Stewart Stidham, Wren Stratton, and Yolette Ross.

Participating via Zoom: Allan Rau, Pam Smith, and Sue Ann Ghormley.

Board Members Absent: Nancy Farrier, Todd Franke, Amber Hunt, and Lynnsey DeMontigny.

Central Services: Kathy Seibold, Shelley Brandon, James Williamson, Shavonne Cragg, Belle Brown, and Rachel Reid.

Branch Managers: Jeremy Jones, Kenny Matthews, and Sarah Jackson.

3. Open Forum

A representative of the Friends of the Warner Library attended, but did not address the Board.

4. Consent Agenda

The Consent Agenda included the January 20, 2026, and March 17, 2026, Board meeting minutes, the Personnel Action Report, and proposed policy revisions.

Policy revisions included Company Vehicle Use, Dress Code, and Vacation Time. Glen Clark moved to amend the Vacation Time policy to allow employees to use accrued vacation at the supervisor's discretion rather than requiring a six-month waiting period. Andrea VanSandt seconded the motion. The amendment carried.

Wren Stratton moved to approve the Consent Agenda, as amended. Yolette Ross seconded the motion. The motion carried unanimously.

5. Financial Reports (January–April)

Shelley Brandon presented the financial reports. Board members asked questions regarding payroll entries, bank reconciliations, health insurance payments, and voided checks. Shelley Brandon clarified each item.

Peggy Glenn moved to approve the January–April financial reports. Glen Clark seconded the motion. The motion carried unanimously.

6. Auditor Search

Shelley Brandon provided an update regarding the new auditor search and the proposal received for audit services. The new auditor is Briscoe, Burke & Grisby, LLP, Certified Public Accountants, 4120 East 51st Street, Suite 100, Tulsa, OK 74135-3633.

7. Board Renewals, Expirations, and Officer Election

The Board reviewed upcoming first-term renewals and second-term expirations effective June 30, 2026.

Wren Stratton moved to elect Pam Smith as Board Treasurer. Kelly Trumbull seconded the motion. The motion carried unanimously.

8. Preliminary FY27 Budget

Kathy Seibold presented the preliminary FY27 budget and reviewed the detailed FY26 financial worksheets.

Glen Clark moved to amend the proposed salary recommendations to provide a cost-of-living increase to all employees regardless of length of service and to increase the Clerk and Library Assistant pay rates to the proposed starting rates. Kelly Trumbull seconded the motion. The amendment carried.

Yolette Ross moved to approve the Preliminary FY27 Budget, as amended. Kelly Trumbull seconded the motion. The motion carried.

9. Warner Library Building Project

Kathy Seibold updated the Board on the proposed costs for the GH2 repair and renovation of the Warner Library building.

Shannon Vann moved to authorize up to $200,000 in matching funds for the Warner Library project, contingent upon securing matching funds from other sources. Peggy Glenn seconded the motion. The motion carried.

10. Old Business

- Strategic Plan
- Emergency Response Plan
- Legislative Update and Call to Action

11. New Business

Kathy Seibold updated the Board on the successful Library of Congress exhibit opening.

Jeremy Jones presented a recommendation to adjust the Independence Day holiday schedule. Karen Martin moved to close all branches on Friday, July 3, as a paid holiday and to close branches on Saturday, July 4, without pay. Wren Stratton seconded the motion. The motion carried.

12. Adjournment

The meeting adjourned at 1:40 p.m. Next Board Meeting: Tuesday, July 21, 2026