Board of Trustees Meeting Minutes

September 30, 2026 | 1:00 p.m.
Support Services Meeting Room, 14 E. Shawnee Street, Muskogee

1. Call to Order

Mike Jackson called the meeting to order at 1:02 p.m. A quorum was declared.

2. Roll Call

Present: Allan Rau, Dianne Myrick, Julie Orcutt, Karen Martin, Kelly Trumbull, Lynsey DeMontigny, Mike Jackson, Nancy Farrier, Shannon Vann, Stewart Stidham, Sue Ann Ghormley, Todd Franke, and Wren Stratton.

Tim Thompson arrived at 1:04 p.m. Peggy Glenn arrived at 1:21 p.m. Wren Stratton departed early.

Absent: Amber Hunt, Glenn Clark, Melissa West-Earp, Pam Smith, and Yolette Ross.

3. Open Forum

No speakers addressed the Board.

4. Consent Agenda — July 21 Minutes and Personnel Action Report

The Board reviewed the July 21, 2026 minutes and Personnel Action Report.

Ghormley clarified an error in the minutes. She explained that the Westville Friends of the Library had requested the restoration of previous library hours, rather than an increase beyond those hours. Seibold reported that she met with the Westville Friends following the July Board meeting. No additional action was taken on the change in hours. Staff will continue to monitor usage statistics across all libraries, which inform decisions about library hours.

Jackson and Seibold discussed the successful Connors State College library partnership at Warner and a possible expansion to the Muskogee campus, with Connors proposing to share staffing costs.

Seibold reported that Jeremy Jones will transfer from Tahlequah to serve as Muskogee Branch Manager. Charity Lees, who is relocating from Arizona, will assume the Tahlequah Branch Manager position. Jones previously worked at the Muskogee branch and is familiar with the community.

Motion: Approve the July 21, 2026 Board meeting minutes and Personnel Action Report.
Moved by: Shannon Vann
Second: Wren Stratton
Abstained: Tim Thompson

Result: Motion passed

5. GH2 Presentation — Facilities Standards and Library Planning

Seibold introduced the team at GH2, the architecture firm helping create facilities standards for the system and complete upgrade documents. The team presented their plan for working with the system.

Facilities standards will include interior finishes, including a range of suggested options for floors, walls, ceilings, signage, lighting, and potentially furniture. GH2 will conduct facility assessments and master planning for Sallisaw and Grove, including site conditions, accessibility and life safety, community engagement, layouts, cost estimates, renderings, and potential project phasing. Initial manager feedback emphasized outdated restrooms, staff spaces, and stacks, and a preference for bright, welcoming, durable interiors. The standards work was estimated to take approximately three months.

Franke emphasized involving city leadership and other local stakeholders in facility discussions and planning because municipalities own the buildings. Trumbull reiterated his statements. Seibold agreed and explained that branch managers have begun annual facility walkthroughs with city officials, and that Sallisaw and Grove were selected partly because local officials were already considering flooring improvements. Branch managers are in touch with their city leadership, and they will be invited to meetings with GH2.

Sallisaw needs improvements to restroom accessibility and interior spaces, while Grove needs additional programming space and may require fundraising for a building addition. Seibold confirmed that GH2 costs will come from the previously approved $400,000 facilities allocation, with additional fundraising anticipated as a part of the work going forward.

Seibold reviewed other facilities commitments from the initial $400,000, including $7,420 for the Fort Gibson children's area; Haskell guttering and exterior work; furniture at Jay; meeting-room doors at Stilwell; an elevator telephone upgrade at Tahlequah; and LED lighting at Westville.

Muskogee and Tahlequah are proceeding with separate architectural work. Trustees discussed the importance of shared design standards, city cost participation, long-term building agreements, and future facility funding.

No motion was made on the GH2 presentation.

6. FY26 Audit — Briscoe, Burke & Grigsby LLP

The audit presentation was deferred because the FY26 audit was not finished yet. Seibold reported that conversion to Sage fixed assets had resulted in duplicate depreciation entries and that staff and auditors were combing the records to correct the duplicates. Going forward, Seibold said the system needs to review the fixed-asset thresholds. Currently, thresholds are set low and depreciation schedules are long, causing items to be depreciated over an extremely long period.

Seibold also described a historical investment spreadsheet error involving a Grand Savings Bank investment that had continued to be carried forward on the spreadsheet though it was redeemed. To reconcile the records, Central Services staff reviewed historical investment transactions, including those predating the conversion to Sage, and verified the information with the banks to confirm that the investment was no longer active.

Seibold expected the audit soon and discussed arranging an online presentation once it was complete.

No motion was made. The audit presentation was deferred.

7. Financial Reports | Budget | Investments

July 2026 financial reports

Brandon reviewed July general and special revenue and expense reports, which were generally on target. Variances reflected payment timing, including online subscriptions and summer reading expenses. The City of Muskogee was expected to provide $10,000 for Hultquist, but it has not arrived yet. The $1,749.84 expenditures were associated with a Haskell grant for the 250th anniversary of the US.

Investment report and Firstar ICS

Brandon presented a revised investment report with bank-verified accounts, balances, and maturity information. She explained that managing 27 certificates of deposit and bank accounts places a significant administrative burden on Central Services staff. The Board discussed consolidating numerous CDs to reduce the number of open accounts, avoid balances above FDIC coverage without adequate security, and preserve relationships with community banks. Brandon said it was easily done because the system has several smaller amounts in the same bank that can be joined without exceeding the FDIC limit.

Brandon discussed utilizing Firstar's cash sweep (ICS) service as a way to distribute deposits across insured institutions while retaining access to funds. Seibold explained

that the system receives most of its revenue in the beginning months of the calendar year. The funds are currently sitting in the Firstar operating account. The bank collateralizes them, but the system could earn more interest by investing them in short-term CDs via ICS.

Martin asked how ICS works. Seibold explained that the system's operating account would maintain a specified amount of cash on hand, and the remaining balance would be invested in larger banks through short-term Certificates of Deposit in amounts no larger than the FDIC insures. Stidham confirmed the ICS concept.

Martin asked whether staff had already decided to implement ICS. Brandon clarified that no decision had been made and that Board approval was required.

Jackson asked whether board members understood the concept well enough to vote on adopting it. Stidham asked whether the board would see an investment report at each meeting. Brandon and Seibold said yes.

Motion: Motion to authorize Executive Director Kathy Seibold to open a Firstar Insured Cash Sweep (ICS) account for investment cash management.
Moved by: Shannon Vann
Second: Dianne Myrick
Result: Motion passed.

FY27 Adjusted Budget
Seibold presented adjustments to the previously approved FY27 budget, including higher salary and benefit costs (partly from insurance increases), approximately $65,000 for a replacement book-delivery van, the previously discussed $250,000 Imagine More allocation, and $200,000 for facilities. Trustees discussed retaining the facilities allocation rather than reserving it for later and allowing the Facilities Committee to determine specific priorities.

Motion: Peggy Glenn moved to approve the adjusted FY27 budget, including salary and benefits adjustments, approximately $65,000 for a replacement delivery van, and $200,000 for facilities
Second: Wren Stratton
Votes Against: Sue Ann Ghormley and Nancy Farrier
Result: Motion passed by majority vote

July Financial And Investment Reports Vote
Motion: Approve the July 2026 financial reports and investment report as presented.
Moved by: Dianne Myrick
Second: Shannon Vann

Result: Motion passed.

8. EOLS Board Documents

The Board tabled consideration of the Board of Trustees Bylaws, Oklahoma Statutes Title 65, the Oklahoma Library Trustee Manual, the Cash Management and Investment Policy, and the Public Library Trustee Ethics Statement for further review. Seibold asked trustees to identify outdated language or provisions requiring revision before the next meeting.

No adoption vote was taken.

9. Executive Director Evaluation Process

Seibold distributed draft evaluation procedures and questions covering strategic leadership, organizational leadership, financial stewardship, Board relations and governance, community and government relations, and system performance. She proposed an annual review before budget development, involving an Executive Director self-assessment, confidential trustee evaluations collected electronically, and a Board committee to compile and present the results. She also recommended connecting the review with annual contract and compensation discussions and longer-term succession planning.

Seibold noted that the system's strategic plan would provide performance measures and cited outreach as an example. She pointed out a $100,000 Google contribution toward a pilot mobile library as an example of moving strategic goals forward.

Trustees were asked to review the draft and provide feedback; the process will return for a vote at a subsequent meeting. Jackson said executive director evaluations are standard board practice. He sits on other boards that have a formal process.

No motion was made. The evaluation process will return for further consideration and adoption during the November 17, 2026 meeting.

10. Adjournment

Motion: Shannon Vann moved to adjourn the September 30, 2026 Board meeting.
Second: Kelly Trumbull
Result: Meeting adjourned at approximately 2:32 p.m.

Next Board meeting: Tuesday, November 17, 2026.