

**MINUTES
LIBRARY BOARD
REGULAR MEETING
CITY OF PRYOR CREEK, OK
THURSDAY, SEPTEMBER 23, 2021 AT 5:00 P.M.**

The Pryor Public Library Board met in regular meeting at the Pryor Public Library, 505 East Graham Avenue, Pryor Creek, Oklahoma at the above date and time.

Board Members: Jeanette Anderson, Sara Melugin, Ivrie Shearin, Paul Stevens, Marty Wenger

- **CALL MEETING TO ORDER.**

Chair, Anderson called meeting to order at 5:12 p.m. Members Present: Anderson, Melugin, Shearin, Stevens, Wenger. Others Present: Library Director Cari Rérat, administrative librarian Lillian Tucker, and Mayor Larry Lees.

- **REVIEW AND POSSIBLY APPROVE MINUTES FOR JULY 22, 2021.**

Motion was made by Wenger, second by Shearin to approve the July 22nd minutes as read. Anderson and Stevens voted yes; Melugin abstained.

- **PETITIONS FROM THE AUDIENCE.**

(Library Board reserves the right to limit presentations to 5 minutes)

Director Rérat and the board had expressed concern to Mayor Lees after receiving short notice that construction staging would begin next week. Because the construction has a direct impact on the day to day operations of the library, Director Rérat should have knowledge of the plans in order to prepare her staff and adjust operations accordingly. Mayor Lees wanted to clarify that he did not intend to exclude Director Rérat from the progress meetings. Mayor Lees stated Director Rérat should have an open line with CMS Willowbrook to discuss library plans. Mayor Lees said he would let CMS Willowbrook know to communicate with Director Rérat regarding plans for the library. If Director Rérat is not available, CMS Willowbrook is to communicate with Haley Poulos or R. Scott McCall.

- **LIBRARY DIRECTOR'S REPORT:**

- **LIBRARY STATISTICS**

- **Reviewed August's Statistics:**

- 58 people registered for new library cards.
- The Library added 71 items (books and media) to the collection. Ordering has begun, so this number should increase.
- 2,960 items (books, magazines, and media) were checked out.
- 2,143 books, audiobooks, magazines, and videos were checked out via Overdrive, our digital library. There is still uncertainty about whether magazines will continue to be available with companies merging, but there will be more videos and feature films available. Shearin asked if the library is still buying books with long hold periods on them. Director Rérat confirmed we are. However, the money allocated to it does not go very far due to the cost of the books on the platform.
- Our internet services (both wifi and physical computers) were used 4,517 times. Youth services now has two computers per age group on the floor. There has not been a need to add additional ones for adults yet.
- Our online resources (not including Overdrive) were accessed 129 times. Ebsco could not be accessed to retrieve numbers. Anderson asked for

ideas on how to improve the Job and Career Accelerator numbers. Mayor Lees suggested possibly partnering with NTC who has expressed interest in doing a job / career incubator. Director R  rat mentioned a previous partnership with workforce, but the contact has moved to a different job. Melugin asked if the site was available with a digital library card / off library premises. Director R  rat confirmed it is. Anderson suggested maybe the school counselors could utilize it.

- 7 books were borrowed through ILL.
- The meeting room has been opened during the day for epic teachers and after 3:30 as a homework study zone for students. There have been a few behavioral issues Autumn Courtney has had to address. Melugin asked if there was a change in Fridays with the early release. Director R  rat said there hasn't been one yet.
- Library staff answered 2,860 informational or reference questions from patrons via phone, email, social media, and in person.
- 3,443 people entered the Library building during the 25 days we were open. This averages to 138 people per day.

○ **BUDGET**

- Reviewed August's expenses. State aid has been spent, but we are still waiting on 1 computer, shelving and a rolling caterpillar book cart to be delivered.

○ **BUILDING REPORT**

Discussed:

- Construction staging will begin Monday with a fence going up, blocking off the East half of the parking lot. The fence will wrap around to west of the computer lab windows. Wenger asked if First Baptist would allow CMS Willowbrook to use part of their parking lot for staging construction. Director R  rat said it would be up to CMS Willowbrook to contact them, but she has contacted them regarding staff parking which will be lost.
- There was further discussion over the trees being removed. Wenger asked if there was any possibility of preserving the center log from any of the trees. Director R  rat said the logistics were a concern. Mayor Lees said there is also the possibility that the tree removal was its own bid in the process, so CMS Willowbrook would need to be contacted about it. The library will be losing all trees except for the furthest Oak. Director R  rat has talked to Frank at Parks to see if there will be room for other trees once the building is complete. It is a possibility. Chair Anderson has been gathering information on native plants that may need less care. She asked if new plants had been included in the budget. Director R  rat says they were not.

○ **TECHNOLOGY REPORT**

Discussed:

- State aid has been spent. The new laptop for the computer area has arrived and is getting set up. It will be used as a third computer lab workstation and inventory.
- The library has not been experiencing the same internet problems the rest of the area has recently.

○ **PROFESSIONAL DEVELOPMENT**

Discussed:

- Public Librarian Certification classes have been changed to online classes due to rising Covid rates. Staff training is being planned for October 11. Director Rérat is coordinating with the Fire Department to renew CPR certification. Lunch will be catered by Little Cabin Catering.
- Director Rérat has purchased new shirts for staff since there are new staff who do not have any library shirts. These are helpful for staff to wear at events. Melugin asked if these were also available to the board. Director Rérat said they could be included on future orders.
- **PROGRAMS**
 - No programming was held in August.
 - Some virtual and in person programs have been planned for the remainder of the year.
 - 1 Adult literacy program was held.
 - The ELL council creates a book of student stories every year. One of Pryor's students submitted a story about his life and immigration and it was selected.
- **OUTREACH.**
Discussed:
 - Autumn Courtney presented to Middle School Students about the library services. There were several who came in to get new cards or renew their old ones.
 - Director Rérat and Autumn Courtney met with Superintendent Dr. Lisa Muller to discuss possible partnership opportunities.
 - The library will have a table at the October Comic Convention.
- **STAFFING.**
Discussed:
 - Director Rérat is focusing on managing staff stress during construction.
- **STRATEGIC PLANNING.**
Nothing was discussed at this time.
- **FRIENDS OF THE LIBRARY REPORT.**
 - Stevens reported that the Friends met on Monday. They will have a table at Pryor Creek Comic Convention October 23 to promote the Imagination library and the Friends group. The new signage for Friends has arrived and one will be placed outside the children's entrance with the others to be placed after construction. They have also purchased a sandwich board sign to use at events. OK Senate bill 1803 was discussed. They have contacted Hunsaker and learned that a coordinator has been hired for Oklahoma. Anderson and Stevens hope to meet them in a few weeks. When the Imagination Library bill comes in the state will pay ½ of it directly to the foundation. This is expected to start in January and will not be retroactive. It will save the friends group a couple thousand dollars a year. In August 210 books were sent out for Imagination library, including 4 welcome books and 6 graduation books for a total of \$438. Corporation and business letters will be going out soon. Donations were down last year. There was an interview set for an additional new Friends director, but they did not show up for the meeting. Friends can have 3 directors. Funds include Checking \$2,024.83; Cash \$4,733.02; and PayPal \$18.82.
- **NEW BUSINESS.**
No new business
- **ADJOURN.**

Motion was made by Stevens and seconded by Melugin. All voted yes.