

**MINUTES  
LIBRARY BOARD  
SPECIAL MEETING  
CITY OF PRYOR CREEK, OK  
THURSDAY APRIL 23, 2020 AT 5:00 P.M.**

The Pryor Public Library Board met in special meeting at the City Hall Conference Room at 12 North Rowe, Pryor Creek, Oklahoma at the above date and time.

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

**1. CALL MEETING TO ORDER.**

Chair, Anderson called meeting to order at 5:09 p.m. Members Present: Melugin (via video call), Shearin (via video call), Stevens (via video call), Wenger. Others Present: Library Director Cari Rérat and Mayor Larry Lees, Jacinda Ramsey (via video call), Marie Reist (via video call), Autumn Courtney (via video call), Pam Howard (via phone), and Bonnie Paul (via video call).

**2. REVIEW AND POSSIBLY APPROVE MINUTES FOR MARCH 26, 2020.**

Motion was made by Shearin, second by Stevens to approve the March 26 minutes as read. All voted yes.

**3. LIBRARY DIRECTOR'S REPORT:**

**a. LIBRARY STATISTICS**

**i. Reviewed March's Statistics (the Library building was closed to the public beginning March 18th):**

1. 43 people registered for new library cards.
2. The Library added 189 items (books and media) to the collection.
3. 2,372 items (books, magazines, and media) were checked out.
4. 2,110 books and audiobooks were checked out via Overdrive, our ebook database.
5. Our online databases (not including Overdrive) were accessed 954 times.
6. Our meeting room was used by 4 community groups to host meetings for their respective organizations.
7. Library staff answered 1,541 informational or reference questions from patrons via phone, email, social media, and in person.
8. Our internet services (both wifi and physical computers) were used 4,482 times.
9. 2,858 people entered the Library building during the 13 days were were open. This averages to 220 people per day.

**b. BUDGET**

- Reviewed March's expenses
- Discussed next fiscal year's budget

**c. BUILDING REPORT**

Discussed:

- Still closed to the public due to COVID-19. Most employees are working from home. Staff is still able to answer phones, emails, and messages via social media.
- Staff will begin looking at the building layout and rearrangement options to accommodate physical distancing protocols.

**d. TECHNOLOGY REPORT**

Discussed:

- Researching software options to allow staff to remotely assist patrons in the computer lab.

**e. PROGRAMS**

Discussed March's programming numbers (the Library was closed to the public beginning March 18th)

1. The Library hosted 2 programs for adults with 30 in attendance.
2. The Library hosted 1 program for teens with 6 in attendance.
3. The Library hosted 1 program for children with 21 in attendance.

Storytimes have moved to a virtual format via Facebook. These virtual programs are not included in the above statistics. .

**f. OUTREACH.**

Discussed:

- Books and Brews met virtually in April.

**g. STAFFING.**

Discussed.

**4. DISCUSSION OF ONGOING CURBSIDE PICKUP SERVICE.**

Curbside pickup by appointment began April 20th and has been well received. Rerat discussed the procedure for curbside with the Mayes County Health Department before implementing. Curbside will continue after the library reopens to the public in May.

**5. DISCUSSION OF REOPENING THE LIBRARY AND STEPS TO BE TAKEN TO DO SO SAFELY.**

- Lees discussed the Governor's "Open Up and Recover Safely" plan to encourage the Library to follow its guidelines.
- Rerat discussed the Library's phased reopening plan document and the safety measures she and the Library staff would like to implement when the Library reopens to the public on May 18th.

**6. FRIENDS OF THE LIBRARY REPORT.**

- April's meeting was conducted via email.
- 158 children are now enrolled in the Dolly Parton reading program.

**7. ADJOURN.**

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