

**MINUTES
LIBRARY BOARD
SPECIAL MEETING
CITY OF PRYOR CREEK, OK
THURSDAY, MAY 28, 2020 AT 5:00 P.M.**

The Pryor Public Library Board met in special meeting at the conference room of city hall at 12 N. 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 5:01p.m. Members Present: Melugin (via videocall), Shearin (via videocall), Stevens, and Wenger. Others Present: Library Director Cari Rérat and Mayor Larry Lees and Jacinda Ramsey (via videocall).

2. REVIEW AND POSSIBLY APPROVE MINUTES FOR APRIL 23, 2020.

Motion was made by Wenger, second by Stevens to approve the April 23 minutes as read. All voted yes.

3. DISCUSSION AND POSSIBLE ACTION CONCERNING THE MASONIC LODGE'S REQUEST FOR THE LIBRARY TO HOUSE A 4FT X 6FT GLASS DISPLAY CASE FEATURING THE LODGE'S HISTORICAL DOCUMENTS AND PICTURES.

Motion was made by Wenger to store items in Library archives but not to take their display case. Second by Melugin. Anderson, Melugin, Stevens and Wenger voted yes. Shearin voted no. The motion passed.

4. LIBRARY DIRECTOR'S REPORT:

a. LIBRARY STATISTICS

i. Reviewed April's Statistics:

1. 63 people registered for new library cards.
2. The Library added 208 items (books and media) to the collection.
3. 177 items (books, magazines, and media) were checked out.
4. 2,314 books and audiobooks were checked out via Overdrive, our ebook database.
5. Our online databases (not including Overdrive) were accessed 448 times.
6. Our meeting room and library building were closed due to COVID-19.
7. Library staff answered 229 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 789 times.
9. The Library's building was closed throughout the month of April, so there is no door count to report.

b. BUDGET

i. Reviewed April's expenses

c. BUILDING REPORT

Discussed:

- Safety measures for operating during the COVID-19 pandemic.
 - Staff will no longer limit the number of people in the building beginning June 1.

- Chairs (except computer chairs) will still be removed from all tables.
- The meeting room will remain closed to the public to facilitate storage of furniture and an area to quarantine materials.
- Potential capital outlay expenses for fiscal year 20/21.

d. TECHNOLOGY REPORT

Discussed:

- No report

e. PROFESSIONAL DEVELOPMENT

Discussed:

- All Oklahoma Department of Libraries certification classes have been cancelled.
- Staff members have been participating in several webinars.

f. PROGRAMS

i. Discussed April's programming numbers

1. The Library was closed for the month of April, so had no programs for adults or teens.
2. The Library hosted 5 online storytimes for children.

5. OUTREACH.

Discussed:

- Books and Brews met online. Doing a survey on how to meet in June.

6. STAFFING.

Discussed:

- Jenna Wagner was hired to fill the part-time position in youth services.

7. FRIENDS OF THE LIBRARY REPORT.

- Had a virtual meeting
- Discussed fundraising ideas.
- 160 children are enrolled in the Imagination Library.

8. ADJOURN.

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