

**MINUTES  
LIBRARY BOARD  
REGULAR MEETING  
CITY OF PRYOR CREEK, OK  
THURSDAY, JUNE 25, 2020 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**

**1. CALL MEETING TO ORDER.**

Chair, Anderson called meeting to order at 5:00 p.m. Members Present: Melugin, Shearin (via Google Meet), Stevens, Wenger. Others Present: Library Director Cari Rérat and Jacinda Ramsey.

**2. REVIEW AND POSSIBLY APPROVE MINUTES FOR MAY 28, 2020.**

Motion was made by Stevens, second by Melugin to approve the May 28 minutes as read. All voted yes.

**3. PETITIONS FROM THE AUDIENCE.**

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

There were no petitions presented.

**4. POSSIBLE EXECUTIVE SESSION PURSUANT TO THE OKLAHOMA OPEN MEETING ACT FOR THE PURPOSE OF DISCUSSING THE EMPLOYMENT, HIRING, APPOINTMENT, PROMOTION, DEMOTION, DISCIPLINING, OR RESIGNATION OF:**

**a. CARI RÉRAT (25 O.S. 307 (B) (1)).**

Motion made by Wenger, second by Melugin. All voted yes.

**5. CONSIDER RESUMING REGULAR SESSION.**

Motion made by Melugin, second by Wenger. All voted yes.

**6. POSSIBLE ACTION BASED ON EXECUTIVE SESSION CONCERNING THE EMPLOYMENT, HIRING, APPOINTMENT, PROMOTION, DEMOTION, DISCIPLINING, OR RESIGNATION OF:**

**a. CARI RÉRAT (25 O.S. 307 (B) (1)).**

The Library Board recommends the continued employment of Director Cari Rérat.

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

**a. LIBRARY STATISTICS**

**• Reviewed May's Statistics:**

1. 20 people registered for new library cards.
2. The Library added 385 items (books and media) to the collection.
3. 1,158 items (books, magazines, and media) were checked out.
4. 2,371 books, audiobooks, magazines, and videos were checked out via Overdrive, our digital library.
5. Our online resources (not including Overdrive) were accessed 290 times.
6. Our meeting room was used by 0 community groups to host meetings for their respective organizations.
7. Library staff answered 1,153 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 3,360 times.
9. 561 people entered the Library building during the 11 days we were open. This averages to 51 people per day.

**b. BUDGET**

**i. DISCUSSION OF END OF FISCAL YEAR 19/20**

- Library is under budget for the 19/20 fiscal year. Normally, not spending our entire budget would negatively affect our eligibility for the annual State Aid grant, but Governor Stitt and the Oklahoma Department of Libraries agreed to suspend those rules until at least September, 2020.
- Reviewed May's expenses

**c. BUILDING REPORT**

**i. DISCUSSION AND POSSIBLE ACTION TO CHANGE THE MEETING ROOM OCCUPANCY LOAD TO 30 PEOPLE WITH TABLES SET UP; 50 PEOPLE STANDING OR WITH CHAIRS SET UP PER PRYOR FIRE CHIEF RECOMMENDATIONS.**

Motion made by Wenger, second by Stevens. All voted yes.

**ii. DISCUSSION AND POSSIBLE ACTION TO ESTABLISH 120 PEOPLE AS A TOTAL BUILDING OCCUPANCY LOAD PER PRYOR FIRE CHIEF RECOMMENDATIONS.**

Motion made by Wenger, second by Melugin. All voted yes.

**d. TECHNOLOGY REPORT**

Discussed:

- Will use State Aid grant money to replace aging computers and enhance the Library's technology.
- Staff have learned that using Quick Assist to remotely help patrons with computers is a less than ideal situation - most patrons who need help with computers will also need help getting into and approving access to Quick Assist.

**e. PROFESSIONAL DEVELOPMENT**

Discussed:

- Staff has been doing lots of webinars

**f. PROGRAMS**

- Discussed May's programming numbers
  1. The Library hosted 4 storytimes on Facebook.
- There will be no end of summer festival due to COVID-19

**g. OUTREACH.**

Discussed:

- Books and Brews met in June in a socially distanced in-person meeting.
- Staff from Vinita Library visited for ideas on opening after COVID-19 closure and to find out about our remodel.
- Partnering with the North Eastern Oklahoma Food Bank to give out free breakfast and lunch to children and teens on Tuesdays, Wednesdays, and Fridays.

**h. STAFFING.**

Discussed.

- Working on revising job descriptions in anticipation of a staffing shift.

**i. STRATEGIC PLAN - END OF YEAR 1 REVIEW**

Most of the goals and activities of our first year in the Strategic Plan have been accomplished successfully. The Technology Plan will be finished soon and the Disaster Plan will be completed as Rérat completes a free online course on the subject. That course begins in October, if Rérat is accepted to the class.

**8. FRIENDS OF THE LIBRARY REPORT.**

- Planning to raffle off gift cards from 5 local businesses.

**9. NEW BUSINESS.**

No new business.

**10. ADJOURN.**

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