

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

1. CALL MEETING TO ORDER.

Chair Anderson called the meeting to order at 5:00 p.m. Members Present: Anderson, Melugin, Shearin, Stevens, Wenger. Others Present: Mayor Larry Lees, Library Director Cari Rérat, Administrative Librarian Lillian Tucker.

2. REVIEW AND POSSIBLY APPROVE MINUTES FOR FEBRUARY 25, 2021.

Motion was made by Stevens, second by Wenger to approve the February 25 minutes. Melugin abstained, other members voted yes.

3. PETITIONS FROM THE AUDIENCE.

- Mayor Lees presented concept drawings for the painted pony room, emphasizing they are merely conceptual drawings. He then explained the layout, noting the mechanical closet will be relocated from the makerspace to the northeast corner of the painted pony room. The ceiling is a barrel vault design with woodwork and an acoustic inlay. The room is 60 ft. 6 in. east to west and has UV glass. Surround sound speakers will be installed with controls in the closet. A slat type wall will provide display areas for additional art. The original thought was for a round, glass room which would be more expensive. The current focus is to make it functional and appropriate for / reflective of a Native American art museum or display.
 1. Anderson asked for clarification on how far the room will extend toward the street. Director Rérat clarified that it will be replacing the outdoor seating area that was originally planned.
 2. Wenger asked about a barrier to prevent damage from a car possibly losing control on the road since the room will extend so close to a main road. Mayor Lees said there were not any plans yet.
 3. Anderson asked where the new library sign would be located. Director Rérat said it will likely go on the west side of the building, as would a flag pole if we have one.
 4. Stevens asked about funding for the room and suggested contacting the Cherokee nation. Mayor Lees said the bond proposal would pay for it, although they are not sure what it will cost at this point. As for contacting the Cherokee Nation, Lees does not want to hold up the project for the want of money. Wenger mentioned working on the public's concept of a library and its role within the community as well as promoting the pony as an opportunity to have something to represent our city.
 5. Director Rérat wanted to draw attention to the fact that Traci Rabbit has volunteered time to help care and maintain the art within the library's

stewardship. She and Traci discussed partnering with other art museums and artists.

6. Wenger asked about the necessity of a hepa filter in the room. Mayor Lees said the room would have a self contained climate control system.
7. Shearin asked if the library had any books on / about Bill Rabbit. Director Rérat said she would have Mac look into it as well as other Native American art materials in our collection.

4. LIBRARY DIRECTOR'S REPORT:

a. BUDGET

- **Reviewed February's expenses**

1. We were seeing who would be faster with order fulfillment, Baker & Taylor or Ingram. Initial orders were placed on the same day. We have received 5 orders from Ingram but none from Baker & Taylor. Anderson asked what advantage Baker & Taylor has. Director Rérat said the discounts were identical, but Ingram is a little more expensive when it comes to processing. However, Ingram has been much faster in fulfilling orders. Eventually we may make records in-house so the processing fee won't make a difference.
2. Erate funding will not be available for this year. Council must approve any contracts before applying and the deadline was missed. It is not critical at this time. We may have to replace the router in an emergency, which would cost less than \$2,000. The cost of moving the internet to the new closet will be built into the bond.

b. LIBRARY STATISTICS

- **Reviewed February's Statistics:**

1. 28 people registered for new library cards (6 were digital).
2. The Library added 123 books to the collection. 117 were donations. We are processing orders from Ingram.
3. 2,000 items (books and media) were checked out.
4. 2,125 books, audiobooks, magazines, and videos were checked out via Overdrive, our digital library, which is still an increase over last year and is still higher than physical checkout.
5. Our internet services (both wifi and physical computers) were used 2,566 times. Bad weather and increased closures in February impacted this number.
6. Our online resources (not including Overdrive) were accessed 158+ times. Data was not available for EBSCO due to a tornado in Alabama.
7. 7 books were borrowed from ILL. None were lent.
8. Our meeting room remains closed to outside organizations due to COVID-19 and the need to store quarantined materials and furniture moved to accommodate physical distancing.
9. Library staff answered 1,435 informational or reference questions from patrons via phone, email, social media, and in person.
10. 1,797 people entered the Library building during the 20 days we were open. This averages to 90 people per day. This was impacted by the weather.

c. BUILDING REPORT

Discussed:

- The roof package only had 1 bid which was higher than expected. It will be put up for rebid in hopes of getting a more competitive rate.
- April 6 council will review construction bids and award subcontractors.
- There is a ballast in the men's bathroom that is needing replaced.

d. TECHNOLOGY REPORT

Discussed:

- We have recently been experiencing internet problems but have not determined the cause. A ticket was put into OneNet, but they are not seeing an error on their end. OneNet is contacting AT&T. It may be the router which is old or the cat6 cable which feels brittle. Both are fixable if it is determined they are the source of the problem.
- As a result of the internet issue, the computer lab has been extending session times.

e. PROFESSIONAL DEVELOPMENT

Discussed:

- No report.

f. PROGRAMS

Discussed

1. The Summer Reading Program is being planned with a combination of in-person and take-home activities due to Covid and construction. Autumn has reached out to local school librarians and the Cherokee Nation.
2. Kate is working on a seed sharing program.
3. There were 2 Adult ELL tutoring programs in February.
4. The Library hosted 1 adult trivia night with 15 in attendance online.
5. The Library hosted 4 virtual First Chapter Fridays with 32 views.
6. The Library hosted 4 virtual storytimes with 80 views.

g. OUTREACH.

Discussed:

- There was no outreach this month.

h. STAFFING.

Discussed:

- We are fully staffed. Everyone is healthy and seems to be doing well.
- Anderson asked if there were any new guidelines from the state or CDC regarding COVID. Director Rérat said no. Some of the main questions would be when would staff be comfortable taking things out of the meeting room that would encourage patrons to stay? When would it be okay to stop quarantining books? She believes we are close to it though.

5. 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 to hold an executive session was made by Shearin, seconded by Melugin. Other members voted yes. Executive session was held and performance evaluation completed.

6. CONSIDER RESUMING REGULAR SESSION.

Motion was made by Wenger, seconded by Melugin. Other members voted yes.

7. 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 Board recommends Cari Rérat continue employment in her current position. It was decided to complete reviews twice a year in March and September instead of quarterly.

8. FRIENDS OF THE LIBRARY REPORT.

- Stevens presented:
 - A meeting was held Monday, February 22.
 - He received an email from the Department of Education regarding the money appropriated to Imagination Library. At this time it will depend on the state budget. They are to have a report on July 1st.
 - Friends will need a table for the mainstreet event on Thursday, April 1. Anderson and Stevens will be attending. They will be doing a “guess the title” of a shredded book in a jar. The winner will receive a gift certificate.
 - Chamber dues were paid.
 - There is an idea to have a 90s dance party in partnership with Main Street and Arts and Humanities once events are an option again.
 - Stevens did not have updated information on finances.
- Anderson presented:
 - 199 books were distributed in February. 11 were welcome books. This totalled \$409.85.

9. NEW BUSINESS.

Discussed:

- Wenger asked if we might be able to have board meetings without masks. Anderson proposed revisiting this month to month.

10. ADJOURN.

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